



SOUTHERN MISSIONARY COLLEGE

**1974-1975
CATALOG**

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1975**

COLLEGE DALE, TENNESSEE

At Your Service

Inquiries by mail or telephone should be directed as follows:

SOUTHERN MISSIONARY COLLEGE

Collegedale, Tennessee 37315

Telephone 396-2111

Area Code 615

ADMISSIONS and REGISTRATION—To the *Director of Admissions and Records*, 396-4312

MATTERS OF GENERAL INTEREST—To the *President*, 396-4222

MATTERS OF RESIDENCE HALL LIVING—To the *Dean of Students*, 396-4232

Women's Residence Hall, 396-4372

Men's Residence Hall, 396-4280

PUBLIC RELATIONS AND DEVELOPMENT—To the *Director of Public Relations and Development*, 396-4252

SCHOLASTIC MATTERS—To the *Academic Dean*, 396-4212

STUDENT FINANCE—To the *Director of Student Finance*, 396-4322

Although overnight accommodations are limited, parents and other friends of Southern Missionary College are cordially invited to visit the campus. The Public Relations Office will gladly arrange for you to see the college facilities and visit classes or other activities. Administrative offices are open from 9:00 A.M. to 12:00 NOON, Monday through Friday and 1:00-4:00 P.M., Monday through Thursday.

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BULLETIN OF
SOUTHERN MISSIONARY COLLEGE
COLLEGEDALE, TENNESSEE 37315

Academic Calendar

Southern Missionary College

1974-75

SUMMER SESSION, 1974

JUNE

- 2 Registration for Regular Summer Session
- 3 First Session Begins

JULY

- 4 Vacation
- 5 Second Session Begins
- 8-17 Business Administration Workshop

AUGUST

- 2 Close of Summer School
- 2 Graduation Date
- 4-8 Southern Union Elementary Teachers' Convention and Bible Workshop

FALL SEMESTER, 1974

AUGUST

- 26 Freshmen Arrive — Orientation (7:30 p.m.)
- 27 Registration and Freshman Orientation
- 28 Registration
- 29 Classes Begin

SEPTEMBER

- 5-7 MV Weekend
- 20-22 Religion Retreat

OCTOBER

- 1 Careers Day
- 8 Field Day
- 18 Mid-Semester
- 18-19 Alumni Homecoming
- 21-26 Week of Spiritual Emphasis
- 31 - Nov. 3 College Bible Conference

NOVEMBER

- 26 Thanksgiving Vacation Begins (After classes or labs)

DECEMBER

- 1 Thanksgiving Vacation Ends (10:30 p.m.)
- 16-19 Semester Examinations
- 19 Christmas Vacation Begins (After examinations)
- 19 Graduation Date

JANUARY

- 6-7 Second Semester Registration
- 8 Classes Begin
- 17-18 Education Retreat

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SPRING SEMESTER, 1975

MARCH

- 5 Mid-Semester
- 5 Spring Vacation Begins (After classes or labs)
- 11 Spring Vacation Ends (10:30 p.m.)
- 21-22 Religious Retreat
- 24-29 Week of Spiritual Emphasis

APRIL

- 13-14 College Days
- 28 - May 1 Semester Examinations
- 29 Late Fee for Reapplication Applies

MAY

- 2-4 Commencement

SUMMER SESSION, 1975

MAY

- 25 - June 1 Elementary Teachers' Workshop

JUNE

- 1 Registration for Regular Summer Session
- 2 First Session Begins

JULY

- 1 First Session Ends
- 2 Second Session Begins
- 4 Vacation

AUGUST

- 1 Close of Summer School

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THIS IS SOUTHERN MISSIONARY COLLEGE

I. DESCRIPTION

Southern Missionary College is a private four-year multi-purpose coeducational college, owned and operated by the Seventh-day Adventist Church,* providing education in liberal arts, professional, and vocational curricula. Through a series of opportunities provided within and outside the classroom, Southern Missionary College seeks to encourage the acquisition of many additional values held by the Seventh-day Adventist Church.

II. STATEMENT OF EDUCATIONAL PHILOSOPHY

Seventh-day Adventists recognize that God is not only the Creator and Sustainer of the earth and the entire universe, but also the source of knowledge and wisdom. Although many values common to classical and modern humanism are accepted at Southern Missionary College, it is held that these secular values are reflections of the mind of the Creator, the Author of all truth, transcending both space and time.

In His image God created man perfect — sufficient to have stood, though free to fall. Because of sin, this man who bore a likeness to his Creator in his physical, mental, and spiritual nature has become separated from God, losing most of his similarity to his Maker.

To restore in man the image of his Creator — to promote the development of body, mind, and soul that the divine purpose in his creation might be realized — is the object of Christian education, the great object of life.

Believing man to be God's crowning act of creation, Seventh-day Adventists accept as reality the Biblical concept of man's body as the temple of God. Consequently, principles of health are emphasized that the student may more effectively carry out God's purpose, that he may respect the paramount work of the Creator, and that he may live the rewarding and abundant life promised in the Scriptures to those who do His will.

Another aspect of having been created in the image of God is that every human being is endowed with a power akin to that of the Creator — individuality, the power to think and to do. It is the work of true education to develop this power, to train youth to be thinkers and not mere reflectors of other men's thoughts; it is the purpose of this college to send forth men and women who possess breadth of mind, clearness of thought, and courage of conviction.

Seventh-day Adventists believe that knowledge of a personal God can never be derived by human reason alone, but that God has com-

*The college is operated by the Southern Union Conference of Seventh-day Adventists which is comprised of the churches in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

THIS IS SMC

municated His nature, purposes, and plans through divine revelation. They further believe that the Bible — both Old and New Testaments — was given by inspiration of God, contains a revelation of His will to men, and constitutes the only unerring rule of faith and practice. The purpose of Christian education is to assist the students in knowing and doing, with Christ's help, the will of God more perfectly. Only through Christ can man be restored fully as he was created in the image of God.

Our educational philosophy is, then, that true education means more than the pursual of a certain course of study or a preparation for the life that is now. It encompasses the whole being and the whole period of existence possible to man. It is the harmonious development of the physical, mental, social and spiritual powers, preparing the student for the joy of service in this world and in the world to come.

III. STATEMENT OF OBJECTIVES

A. It is the objective of Southern Missionary College to provide curricular and co-curricular activities to prepare creative and dedicated leaders to advance the program of the Seventh-day Adventist Church.

B. It is the objective of Southern Missionary College to provide experiences which will enable the student to:

Become a balanced individual through the harmonious development of his physical, social, mental, and spiritual faculties.

Determine the basic purpose for his life.

Determine his goals and values and to establish his priorities.

Appreciate himself as a unique person while cultivating a sensitivity for the dignity and rights of others.

Acquire a sense of individual responsibility and resourcefulness.

Adopt principles of healthful living, including a balance in diet, physical exercise, adequate rest, and the abstinence from alcohol, tobacco, amphetamines, barbiturates, hallucinogens, narcotics, and other substances or practices harmful to his well being.

Develop emotional maturity as well as physical health in an atmosphere of Christian fellowship and security marked by acceptance, personal concern, and love.

Prepare for contributions to mankind through employment in one or more of the various occupational pursuits.

Learn the value of and receive satisfaction from service to others.

Recognize and accept the principle that value in service be given in exchange for wages.

Learn respect for the dignity of manual labor.

Augment formal instruction with on-the-job training and actual supervised work experience in order to prepare for service in occupational fields as well as to provide means of financial support.

Learn to work well with other people.

Develop wholesome social relationships from the casual and temporary to the close and permanent.

Gain respect for the democratic decision-making processes.

Acquire knowledge and skills — through listening, reading, observing, and discussing for effective participation in democratic processes — to participate constructively in civic and community activities.

Understand and appreciate the world in which he lives through the acquisition of information pertaining to the common heritage in the arts and sciences.

Develop intellectual curiosity, reflective thinking, and the desire to achieve his potential in the search for truth.

Foster an appreciation for that which is elevating and beautiful — particularly God's handiwork in nature and the best in the fine arts.

Gain an understanding of our natural environment, realize the dangers threatening this environment, and assist in its preservation. Develop and exercise creativity in thought and action.

Gain a knowledge of, appreciation of, and opportunity for commitment to God's redemptive plan for man through Jesus Christ as taught from the Bible by Seventh-day Adventists.

Understand and appreciate a Christian value system, allowing it to so permeate his life as to form the primary basis for decision making under any circumstances at any time.

Participate actively as a responsible Christian citizen in the program of the Seventh-day Adventist Church.

C. It is the objective of Southern Missionary College to provide cultural, informational, instructional, and religious resources and services for the community.

HISTORY

In 1892 the educational venture that developed into Southern Missionary College had its beginning in the Seventh-day Adventist Church in the small village of Graysville, Tennessee. The school became known as Graysville Academy. In 1896 the name was changed to Southern Industrial School and five years later to Southern Training School.

THIS IS SMC

In 1916, because of limited acreage available for further expansion of plant facilities, the school was moved to the Thatcher farm in Hamilton County, Tennessee. The name "Collegedale" was given to the anticipated community. At its new location the school opened as Southern Junior College and continued as such until 1944 when it achieved senior college status and the name was changed to Southern Missionary College. Through the ensuing years the College has become known to its alumni and friends as SMC.

SETTING

SMC is unique in its location. The main campus is nestled in the pleasing Collegedale valley, surrounded by some seven hundred acres of school property. The quietness and beauty of its peaceful surroundings is in keeping with the educational philosophy of its governing organization.

The community and campus post office address is Collegedale which is located eighteen miles east of Chattanooga and three miles from Ooltewah off Interstate Highway 75 (formerly U. S. 11 and 64). The Southern Railway line passes through the north side of the campus. A bus service operated by the CARTA Line serves the college campus.

The Orlando campus situated in Florida's "City Beautiful" at the Florida Sanitarium and Hospital provides additional clinical facilities for the baccalaureate program of the Division of Nursing. The Madison campus at Madison, Tennessee, offers many of the clinical facilities used in the Associate in Science program in nursing and the Medical Record Technology program.

ACCREDITATION AND MEMBERSHIPS

SMC is accredited by the Southern Association of Colleges and Schools and is approved by the Tennessee State Board of Education for the preparation of secondary and elementary teachers.

The curricula of both the Associate of Science degree program and the Baccalaureate degree program in nursing, including Public Health Nursing, are accredited by the National League of Nursing as surveyed by the Collegiate Board of Review. The Division of Nursing is an agency member of the Department of Baccalaureate and Higher Degree Programs of the Division of Nursing Education of the National League for Nursing. It is also accredited by the Tennessee Board of Nursing, and is recognized by the Florida State Board of Nursing.

The College is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, the Association of American Colleges, the American Council on Education, the Tennessee College Association, the American Association of Colleges for Teacher Education, the National Council of Accreditation for Teacher Education (NCATE), and the National Association for Schools of Music.

ACADEMIC PROGRAM

The academic program consists of twenty-one departments offering twenty-eight majors and twenty-seven minors in which students may

qualify for the baccalaureate degree. Students may pursue programs of study leading to the Bachelor of Arts, Bachelor of Science and Bachelor of Music degrees. Various pre-professional and terminal curricula are available to students wishing to qualify for admission to professional schools and to those wishing to take a two-year terminal program of a technical or vocational nature.

THE FACULTY

The faculty determines the quality of the academic program. A commitment to learning enables SMC teachers to keep abreast of new knowledge in their respective fields, and through research discover the pleasure of exploring those areas of knowledge yet unknown.

The aim of the College is to achieve a closeness of teacher and student which will encourage the student to expand his interests and deepen his learning experiences by chatting informally with his instructors in the offices or on the campus. The faculty consists of well-trained men and women devoted to teaching and academic advising in their areas of specialization.

SMC STUDENTS

Approximately sixty percent of the students of SMC come from the eight states comprising the Southern Union Conference of Seventh-day Adventists. However, many additional states and eight to ten overseas countries are also represented in the college community. Generally the student group is fairly equally divided between men and women.

It is significant to note that in recent years SMC freshmen students scored above the national average on the Scholastic College Ability Test. Even more noteworthy is the observation that over forty percent of SMC graduates are sufficiently motivated to take graduate or professional training. In anticipation of advanced training, a number of graduates have qualified for scholarships and fellowships, including awards from the National Science Foundation, the National Defense Graduate Fellowship program, and the Woodrow Wilson Foundation.

Former SMC students are now serving in the ministerial, teaching, medical, and other services of the Seventh-day Adventist Church at home and abroad. Others are engaged in business pursuits, government service, research activities, private and institutional medical services, and in the teaching professions on all levels.

FACILITIES

Wright Hall—Completed in the spring of 1967, this facility houses all the major administrative offices. Academic, business, and student personnel offices are located in the two-story colonial structure.

Lynn Wood Hall—The instructional building, named in honor of Dr. Lynn Wood, president of the College from 1918-1922, is a three-story structure housing teachers' offices and classroom facilities.

THIS IS SMC

Hackman Hall—Earl F. Hackman Hall, modern in arrangement and appointment, a commodious, two-story, fireproof building, contains various well-equipped lecture rooms and laboratories of the Chemistry and the Biology Departments. The first phase of this building was completed in 1951. An addition, comparable in size to the first unit, was completed in 1961.

Miller Hall—The Harold A. Miller Hall, completed in 1953, houses the music department. This two-story, fireproof building provides studios, practice rooms, and an auditorium equipped with a Baldwin grand piano and a Schantz pipe organ installed in 1962. The building was named in honor of Harold A. Miller, who for many years headed the Music Department.

Thatcher Hall—Recently completed, Thatcher Hall provides facilities for 510 women. This three-story building is carpeted and air conditioned throughout with a bath between each two student rooms.

Talge Hall—Formerly the women's residence hall, this building has been converted to accommodate approximately 400 men. This modern, fireproof structure was completed in 1961 to house 275 students. In 1964 a new wing was completed to house an additional 125 students. The spacious and beautiful chapel with adjoining prayer rooms, the parlors, the kitchenette, and the infirmary facilities are but a few of the attractive features which provide for enjoyable and comfortable living.

McKee Library—Completed in 1970, the McKee Library embodies the spirit of culture and learning. It is built to accommodate 300,000 volumes and will seat more than 600 students, most of them in individual carrels.

Daniells Hall—Formerly the college library, Daniells Hall was renovated in 1970 to accommodate the departments of Physics, Mathematics and Computer Science.

Student Center—This building houses teachers' offices and classrooms on the first floor and the cafeteria on the second floor. On the third floor are located Student Association offices, a formal and an informal lounge, a snackshop, a TV room, a prayer room and the Chaplain's office.

Spalding Elementary School—This modern one-story elementary school is named for Arthur W. Spalding. The eleven classrooms, auditorium, and recreation room serve as a vital part of the teacher-training program and in the education of the boys and girls residing in Colledale.

Summerour Hall—This modern two-story structure was completed in the fall of 1971. The complex houses the entire Home Economics facility and includes a foods lab, sewing lab, crafts lab, interior design classroom, child development observation room, other classrooms, and an auditorium seating 126.

Ledford Hall—This modern, well-equipped Industrial Arts facility completed in the summer of 1964, was a gift of the McKee Baking Co. The one-story brick structure contains teacher offices, a classroom, and auto mechanics, welding, drafting, machine shop and printing labs.

Physical Education Building—This new facility, made possible by the Committee of 100 for the development of Southern Missionary College, incorporates the latest advancements in design and equipment. It contains a large gymnasium with three basketball courts, a classroom, teacher offices, shower facilities, and a fully enclosed olympic size swimming pool. The pool was contributed by the students who raised \$30,000 in a special campaign to finance the project.

Collegedale Church—The new Collegedale church, completed in the fall of 1965, is the spiritual home of the students and faculty of Southern Missionary College and the residents of the local community. Of modern architecture, the church seats approximately 1,800 in the main sanctuary, in addition to Sabbath School rooms and offices for the pastor and assistant pastor.

Collegedale Academy—This building contains all the facilities for operating the day program of the secondary laboratory school. The academy serves commuting students from Hamilton and Bradley counties.

College Plaza—The beautiful College Plaza shopping center completed in the spring of 1963 contains the Village Market, Southern Mercantile, Collegedale Distributors, Campus Kitchen, Campus Shop, Georgia-Cumberland Conference Branch Book and Bible House, Washateria, Barber Shop, Beauty Parlor, Collegedale Credit Union, Collegedale Insurance, U.S. Post Office, a modern service station, and a bank.

Auxiliary and Vocational Buildings—The auxiliary and vocational buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, Collegedale Hydroponics, and Central Plant.

Student Apartments—The college maintains a number of housing units as well as a trailer park for married students. Additional facilities are available in the community.

STUDENT LIFE AND SERVICES

A college is not only classroom instruction but also a mode of association. The effectiveness of the college program is enhanced if students choose to develop their particular interests and to meet their needs through significant participation in the non-academic activities provided. Advisers are available to give counsel and direction in planning the total college program. Students are encouraged to take advantage of the facilities and opportunities planned for their cultural, social, and spiritual growth.

RESIDENCE HALL LIVING

Living in a college residence hall with its daily and inevitable "give and take" prepares the student to meet the vicissitudes of life with equanimity, teaches respect for the rights and opinions of others, and affords a first hand experience in adjusting to a social group.

To assure students this beneficial experience, the College requires those unmarried and not living with their parents in the vicinity to reside in one of the residence halls.

DINING

For the promotion of student health and simultaneous cultural development, SMC provides a complete cafeteria service, organized to serve the student's schedule with utmost consideration. Service by the cafeteria staff is available for the many student and faculty social functions of the school year.

The modern decor of the spacious dining hall makes it an inviting center of the social and cultural life of the College. An auxiliary dining room is available for meetings of various student or faculty organizations.

HEALTH SERVICE

The Health Service is administered by the Director of Health Service in cooperation with the College Physician. Regular office hours are maintained by the service director. The College Physician is on call at the Clinic which is located on the campus.

The room rental charge for residence hall students covers the cost of routine services and non-prescription medications, and infirmary care, as provided under the College group plan. In case of major illness, students may be referred to off-campus hospital facilities. Students when accepted will be supplied with a brochure in which complete information is given concerning the benefits of the health and accident insurance group plan. The College is not responsible for injuries sustained on or off the campus, but is prepared to render first aid assistance as needed.

It is required that all new students submit to a medical examination before coming to SMC. The medical examination form sent out with the acceptance letter must be used by the examining physician and returned to the College.

STUDENT LIFE AND SERVICES

GUIDANCE AND COUNSELING SERVICE

During registration each student is assigned a curriculum adviser to assist in program planning. Throughout the school year the curriculum adviser will be available for advice and guidance on academic questions.

Although curriculum advisers may be consulted on questions and problems other than academic ones, students are invited to seek counsel from any member of the faculty. Personal problems will be given thoughtful consideration. Members of the faculty deem it a privilege to discuss with the student great principles, concepts, and ideas in an atmosphere of informality and friendliness. Students are urged to become personally acquainted with as many members of the faculty as possible.

Students with personal problems who wish assistance from a professional counselor should consult the Dean of Students or Director of Counseling Services. Personnel trained in psychology and counseling are available to those with serious social and personal problems.

The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors. Students are urged to take advantage of the testing service as a means of obtaining information useful in choosing a profession or occupation.

ORIENTATION PROGRAM

SMC has a personal interest in the success of the student desiring a college education. There is much that the student must do for himself in getting acquainted with the academic, social, and religious life of the College by perusing this bulletin and the *SMC Student Handbook*. Instruction and counsel is given which will help the student better understand the college program and what is expected of him as a citizen of the college community.

Orientation for new freshman students is held prior to the opening week of the fall term and by separate chapel convocations during the early part of the fall semester. It includes examinations and instruction helpful in course planning. The student is introduced to the facilities, purposes, and functions of the college. Social occasions are also provided when students may meet faculty members and fellow students. All new freshman students are required to attend the orientation program.

STUDENT EMPLOYMENT SERVICE

The College operates a variety of auxiliary and vocational services and enterprises where students may obtain part-time employment to defray a portion of their school expenses. Opportunities to engage in productive and useful labor can help to develop character traits of industry, dependability, initiative and thrift. Students may also take advantage of these employment opportunities to acquire vocational skills by contacting The Director of Student Finance.

STUDENT LIFE AND SERVICES

Students who accept employment assignments are expected to meet all work appointments with punctuality. To be absent from work appointments without cause or previous arrangement, or notification of illness is sufficient reason for discharge. Students accepting employment by the College are required to maintain their work schedule during the entire semester including examination week.

Residence hall students may not secure off-campus employment without permission of the Dean of Students.

SENIOR PLACEMENT SERVICE

One of the personnel services of the College is that of assisting graduates in securing appointments for service. The Placement Service distributes information concerning each senior student to a wide list of prospective employers. The Dean of Students serves as the liaison officer in bringing graduate and employer together.

STUDENT ASSOCIATION

Every student at SMC who is taking 8 or more semester hours of classwork is a member of the Student Association, with voting privileges in the election of officers. Opportunities for leadership development and for cooperation in achieving the objectives of SMC are afforded by the Association. The Association assists the College administration and faculty in the implementation of policies and assumes responsibility in giving direction to campus activities entrusted to it.

The Association's activities are coordinated and communicated through the Student Senate and Cabinet and their several committees. The activities include the publishing of the weekly newspaper, *Southern Accent*; the yearbook, *Southern Memories*; the announcement sheet, *Campus Accent*; and the student-faculty directory.

The activities and responsibilities of officers and the detailed organization of the Student Association are outlined in the *Student Association Constitution and By-laws*.

CAMPUS ORGANIZATIONS

Aside from the Student Association and its committees, more than thirty campus organizations provide opportunity for leadership training. They may be classified under four divisions: church-related organizations, social clubs, professional clubs, and special interest or hobby clubs.

The church-related organizations are the Missionary Volunteer Society, Ministerial Seminar, American Temperance Society, and the Colporteur Club.

The departmental clubs are organized by the instructional departments of the College under the sponsorship of department heads.

STUDENT LIFE AND SERVICES

The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.

CONCERT-LECTURE SERIES

Each year students have the privilege of attending a concert-lecture series featuring distinguished artists, lecturers, and film travelogues. These programs are generally scheduled for Saturday or Sunday nights. The cost of season tickets issued to students at the beginning of each year is partially included in the tuition.

FINE ARTS SERIES

To cultivate an appreciation for that which is elevating and beautiful in the fine arts, evening concerts by visiting musicians are sponsored by the Fine Arts Department. Art exhibits by prominent artists are displayed in the McKee Library and are opened to the public.

EVERETT T. WATROUS LECTURE SERIES

This series honors Dr. Everett T. Watrous, who was chairman of the SMC History Department from 1960 to 1967 and taught at the college from 1948 to 1970. During the early part of his service at SMC, Dr. Watrous was Dean of Men, and from 1967 to 1970 he served as Director of Counseling while continuing part-time teaching in the History and Education Departments. Each semester the Watrous Series endeavors to bring a distinguished historian or political scientist to the campus to address the student body on some outstanding historical topic. The series was created in January 1972 as the result of a gift from Dr. Milton Norrell of Pell City, Alabama.

STANDARD OF CONDUCT

In harmony with the objectives of the College, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity delight in standards that elevate and ennoble. Admission to SMC is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the College and who willingly subscribe to the social program as ordered are welcomed.

A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge. The use of tobacco or alcoholic beverages, theatre attendance, card playing, dancing, profane or vulgar language, hazing, and improper associations are not tolerated.

STUDENT LIFE AND SERVICES

Each student is expected to acquaint himself with the standard of conduct published in the *SMC Student Handbook*. A copy may be obtained from the Dean of Student Affairs. Interim announcements of policies adopted by the faculty are of equal force with those listed in official publications.

CHAPEL AND WORSHIP SERVICES

In private parochial education it has been well known that elimination of residence halls convocation and all school convocations is the first step toward the separation of the school from its sponsoring church. Convocation exercises in the residence halls and for the combination student body serve educational and religious purposes. They also provide an element of unity which is one of the most desirable features of private education such as found at Southern Missionary College.

The religious emphasis weeks and the weekend church services assist the spiritual growth of the students comprising the college community. Students are expected to attend these services regularly. Failure to do so will jeopardize the student's current status and readmission privileges.

MARRIAGES

Student marriages are not permitted while a school semester or session is in progress.

ADMISSION TO SMC

SMC welcomes applications from young people regardless of race, color, or national origin whose principles and interests are in harmony with the ideals and traditions of the college as expressed in its objectives and policies. To qualify, applicants must give evidence of Christian character, intelligence, health, and a will to pursue the program outlined in this bulletin and the *SMC Student Handbook*. Although religious affiliation is not a requirement for admission, all students are expected to live by the policies and standards of the college as a church-related institution. Only those who by their conduct and attitudes respect the total program may have the privilege of student citizenship on the SMC campus.

PREPARATION FOR FRESHMAN STANDING

Applicants for admission as freshmen must submit evidence according to one of the following patterns:

A. Regular students:

1. Graduation from an approved secondary school with at least 2.00 GPA in major subjects*, and a minimum of 15 standard score in English and composite on ACT.

B. Students without graduation from secondary school:

1. At least 18 units, including 12 Carnegie units.
2. At least 3.00 GPA on solids (English, foreign language, mathematics, science, and social studies).
3. A minimum of 20 standard score in English and composite on ACT.
4. Must have recommendation of secondary school staff.
5. Must be socially mature.

C. Students with an equivalency diploma from their state of residence or a certificate of equivalence from the Home Study Institute if they meet the following requirements:

1. A minimum of 15 standard score in English and composite on the ACT.
2. The time of enrollment at Southern Missionary College is at least four calendar years after the completion of the eighth grade.

Applicants not meeting the requirements for regular admission will be given individual consideration.

While the College does not recommend specific subjects for admission, the following minimum preparation, with quality performance in evidence, is required:

- ▶ Three units of English, excluding courses in Journalism and Speech.

*Applicants for the Associate of Science degree nursing program need a GPA of at least 2.25 in major subjects.

ADMISSION TO SMC

- ▶ Two or more units of mathematics including algebra—algebra and geometry preferred. For those wishing to pursue any curriculum in science or science-related fields, the second unit must be either algebra II or geometry.
- ▶ Two units of science—laboratory experience required in at least one unit. Students planning to enter the Associate of Science Program in Nursing must have taken high school chemistry. Students planning to take any paramedical or science curriculum must include either physics or chemistry.
- ▶ Two units of social studies, one of which should be World History.

Two units of one foreign language, and a course in typing are strongly recommended.

Other deficiencies revealed by transcript and entrance examinations will be given individual attention. Make-up work involving remedial non-credit courses and college level courses intended to satisfy secondary unit deficiencies may be assigned as part of the academic program during the freshman year.

ADMISSION OF TRANSFER STUDENTS

Students wishing to transfer to SMC from another accredited college or university must follow the same application procedure as other students. Transfer credits may be applied toward the requirements for a degree when the student has satisfactorily completed a minimum of twelve semester hours in residence. A maximum of seventy-two semester hours may be accepted from a junior college. Background deficiencies revealed by transcripts and entrance examinations will be given individual attention. Students transferring from non-accredited institutions of higher education are given conditional status until the level of their academic performance in residence warrants promotion to regular status. Grades of less than "C" from such institutions will not be accepted toward meeting graduation requirements. A student who has been dismissed from another institution because of poor scholarship or citizenship, or who is on probation from that institution, is not generally eligible for admission until he can qualify for readmission to the institution from which he has been dismissed.

TRANSFER FROM PROFESSIONAL SCHOOLS AND DIPLOMA SCHOOL OF NURSING

Students transferring from professional schools and diploma schools of nursing may receive up to 60 hours of college credit or waiver by validation examinations covering previous courses equivalent to certain requirements including electives as approved by the Academic Dean in counsel with the departmental chairman. L.P.N. graduates may challenge up to 13 semester hours of freshman nursing subjects of the A.D. program. A student must achieve at least a "C" on a validation examination. Validation tests may not be repeated. The following rules of procedure apply:

ADMISSION TO SMC

1. Application in writing to the departmental chairman of the major field.
2. Payment to the accounting office in advance of a special examination fee of \$25 for each separate validation examination for credit, or \$5 for a validation examination for waiver. If a student registers to audit a course satisfactorily taken previously to prepare for a validation test, no special validation fee will be charged if the test is the usual end of course examination.

ADMISSION BY EXAMINATION

Students who are 21 years of age or older and who are unable to provide evidence of having completed the requirements for secondary school graduation are encouraged to seek admission if personal qualifications for success in college are in evidence. The results of college entrance examinations as advised by the College and the educational background of the applicant will be considered necessary criteria for admission.

ADMISSION OF SPECIAL STUDENTS

Mature individuals who do not meet the above college admission requirements and who do not wish to become degree candidates, or otherwise-qualified students who may desire limited credit for transfer to another institution of higher learning, may register as special students.

APPLICATION PROCEDURE FOR ADMISSION

- ▶ Request application forms from the Office of Admissions and Records.
- ▶ Return the completed application, budget sheet and medical form to the Office of Admissions and Records with the application fee of \$10. This fee is \$10 if the application is received at least six weeks before the beginning of the semester. After that the fee will be \$15.
- ▶ It is the student's responsibility to request his former school to forward his transcript to the Office of Admissions in support of his application. This will become the property of the college. NO TRANSCRIPT WILL BE ACCEPTED DIRECTLY FROM AN APPLICANT.
- ▶ To permit a more effective program of counseling for admission, applicants must submit scores from the American College Testing Program (ACT). Test scores are valuable in determining ability to pursue a college program, and in discovering areas in which the student may be deficient.
- ▶ Upon receipt of the application, transcripts of credits, recom-

ADMISSION TO SMC

mendations and test scores, the Admissions Committee will notify the applicant of the action taken.

WHEN TO APPLY OR REAPPLY

New students are urged to submit applications not later than the last term of the senior year of high school. Applications submitted at the beginning of the senior year will sometimes enable the College to suggest ways of strengthening the student's preparation. Because of the difficulty sometimes encountered during the summer months in obtaining necessary transcripts, test scores, and recommendations, more time will be necessary for processing late applications.

Students in residence may submit re-applications without charge until April 30. Thereafter the regular application fee of \$10 will be required until July 15, after which the fee becomes \$15.

PROGRAMS OF STUDY DEGREES AND CURRICULA

As a Christian liberal arts college, SMC intends that God be placed at the center of all learning experience. Through classroom instruction, the spiritual emphasis on college life, and the organized social program for the student, an effort is made to assist students in arriving at a realistic and a satisfying perspective of the universe.

A Christian liberal education at SMC is primarily concerned with character and intelligence, neither of which it can create. It attempts to provide the atmosphere and conditions under which both can be discovered and nurtured to maturity. In essence, it seeks to:

- ▶ Engender a considered sense of judgment and values involving commitments to moral positions based on Christian philosophy, religion and experience.
- ▶ Liberate the individual human mind as essential to the discovery and acquisition of truth.
- ▶ Reveal that education is both discipline and delight, and that meaningful, lasting benefits flow from men and women who have become involved in the pleasures of learning.
- ▶ Provide knowledge of classified facts pertaining to man's relationship to his physical and social universe.
- ▶ Develop basic abilities and skills that are widely transferable and needed in nearly all of man's pursuits. To understand people, to be able to organize and communicate effectively, and to possess a will to follow through with the assigned task at hand are all essential tools for successful living.

PLANNING A COURSE OF STUDY

When planning for college, the student should consider in detail the course of study desired as a preparation for a specific profession or occupation. It is not always necessary to have made firm decisions about the choice of one's life work before entering college. Some students prefer to take a general program of education during the freshman year while exploring several fields of knowledge. This approach need not result in loss of credits if carefully planned.

Students planning to teach should consult the Department of Education so as to include courses in teacher education as a part of their program of study in order to qualify for denominational and state certification.

The programs of study and the over-all graduation requirements outlined in this bulletin should be seriously considered by students in advance of registration. After careful study of the desired program the student should then consult his faculty adviser. If convenient, freshman students may wish to consult faculty advisers during the summer months prior to the beginning of the fall term.

The College offers programs of study leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Music Degrees. Although SMC is essentially a liberal arts college, pre-professional and terminal curricula are offered for students planning to enter professional schools

PROGRAMS OF STUDY

and for those who, because of limited resources and qualifications, may wish to pursue a two-year terminal program of a technical nature. These curricula are described following the degree programs.

GENERAL DEGREE REQUIREMENTS

The general degree requirements for a baccalaureate degree are:

- ▶ Satisfactory make-up of deficiencies revealed by high school transcript and entrance examinations.
- ▶ A minimum of 128 semester hours including 40 hours of upper biennium credits, with at least 14 upper biennium in the major and 6 in the minor, and a resident and cumulative grade point average of 2.00 (C) or above.
- ▶ Completion of a major and minor (two majors accepted), with a cumulative grade point average of 2.25 in the majors; the general education requirements; and electives to satisfy the total credit requirements for graduation. Courses completed with grades lower than a "C—" may not be applied on a major or minor. No course may fulfill both major and minor requirements of the same student.
- ▶ Completion of the Undergraduate Record Examinations Area, Field and Aptitude tests.
- ▶ Students wishing to obtain a second degree will need to complete, beyond the 128 minimum hours required, (a) a minimum of 30 hours including 16 upper biennium and, (b) a new major.

RESIDENCE REQUIREMENTS

Baccalaureate Degree: Thirty semester hours of credit must be completed in residence immediately preceding the conferment of the Baccalaureate degree. These hours must include 16 upper division, with eight in the major and three in the minor fields.

Associate Degree: Twenty-eight semester hours of credit must be completed in residence immediately preceding the conferment of the Associate degree. Sixteen of these hours must be in the major area of study.

GENERAL EDUCATION REQUIREMENTS

The well-educated individual must possess an understanding of the broad outlines of human knowledge as well as of his chosen field of specialization. It is the purpose of general education to provide the student with a capability for critical thinking and a knowledge of his cultural heritage. Thus all degree candidates are required to select certain general education courses as a part of the total educational program. It is expected that every student will take courses in Religion and English during the freshman year. While it is not expected that students complete all the general education requirements during the freshman and sophomore years, a total of 45 hours with a grade point average of at least 2.00 must be completed before registering for upper biennium

PROGRAMS OF STUDY

courses, with six hours in each of the following areas: college composition, science and mathematics, social science, religion, and two hours of physical education. All bachelor of science programs have the same general education requirements as the bachelor of arts program with the exception of the modern language. If a department requires intermediate language for a bachelor of science degree, this six-hour requirement may be substituted for three hours in social science and three hours in language arts excluding Freshman English.

Nursing students will take two hours of physical activity courses and the remaining two hours of physical education will be waived because of the health related type of program they are pursuing. They must have the 128 hour total for graduation.

GENERAL EDUCATION REQUIREMENTS FOR THE B.A. DEGREE

Applied and Fine Arts (Both to be represented)	5 hours
Foreign Language	6-14 hours
Health, Physical Education and Recreation	4 hours
Humanities	4 hours
Language Arts	11 hours
Religion	12 hours
Science and Mathematics	12 hours
Social Science	12 hours

APPLIED AND FINE ARTS. Five hours

Both applied and fine arts must be represented in any combination the student desires. All classes in the Art and Music Departments for which students are eligible to register will fulfill the fine arts portion of this requirement.

The applied arts portion of this requirement may be satisfied by selecting courses from Accounting; Chemistry 144; Communications 16 and 62; Computer Science (see Physics); Home Economics, with the exclusion of courses 2, 8, 19, 103, 131, 191, 198; Industrial Education; Library Science; Office Administration, with the exclusion of courses 72, 73, 141, 146, 174, and 181.

FOREIGN LANGUAGE. Six hours

To broaden the student's knowledge of other peoples and cultures, courses in foreign language are required. Since a degree of competence in one language is desirable, the student is expected to complete the intermediate courses. Students entering the college with two secondary school years of a single language normally enter the intermediate course; those entering with three years may enroll for the second half of the course; and those entering with four years may be exempt from further foreign language requirements. In any case, placement is determined by conference with the department and by performance on a standardized proficiency examination.

PROGRAMS OF STUDY

HEALTH, PHYSICAL EDUCATION AND RECREATION. Four hours

Two hours of Activity Courses and P. E. 53, Health and Life, two hours.

HUMANITIES. Four hours

To provide for a better understanding and appreciation of the creative arts, a special humanities course of four hours is required of all students following their freshman year. This course is a study of art, music, and literature in historical perspective.

LANGUAGE ARTS. Eleven hours

To prepare the student more fully in the effective and accurate use of spoken and written English and to acquaint him with the beauty of selected literary masterpieces, the following courses in the Language Arts are required:

- | | |
|----------------------|---------|
| a. English 1:2 | 6 hours |
| b. Literature | 3 hours |
| c. Speech | 2 hours |

RELIGION. Twelve hours

Each student should take a minimum of 3 hours of Bible and Religion courses for each year in residence until the 12 hour minimum is reached. Transfer students from other than Seventh-day Adventist colleges will take three hours for each year in residence with a minimum of 6 hours for graduation. To become acquainted with the Biblical perspective of life and destiny the student is required to take:

- | | |
|--|---------|
| a. Religion 50 | 3 hours |
| b. Religion 10, 14 or 19 | 3 hours |
| c. Additional courses to be selected from the
categories of Bible or Religion; also Physics 126 .. | 6 hours |
| d. A student with no Bible at the secondary level must include
Bible 9 before taking any other Religion course. | |

SCIENCE AND MATHEMATICS. Twelve hours

An understanding of the scientific method and the universe in which he lives is vitally important to the well-educated individual. This requirement must be met by selecting courses from at least two of the areas of Biology, Chemistry, Mathematics, and Physics (not including Computer Science). A minimum of six hours must include courses with a laboratory. Additional hours may be selected from appropriate courses in Mathematics, Biology, Chemistry, Physics, Basic Electronics, and Nutrition.

SOCIAL SCIENCE, Twelve hours

To acquaint him with the social and cultural aspects of man and his environment, the heritage of western civilization and

PROGRAMS OF STUDY

current social concepts, the student is required to take the following courses:

- a. History 1, 2 or 53, 54 6 hours
- b. Additional courses selected from economics, geography, history, political science, psychology, sociology or anthropology 6 hours

Students who have not taken World History at the secondary level must include History 1, 2.

THE BACHELOR OF ARTS

Fourteen majors for the Bachelor of Arts degree are offered:

Art and Design	Language and Culture
Biology	Mathematics
Chemistry	Music
Communications	Physics
English	Religion
German	Spanish
History	Theology

THE BACHELOR OF SCIENCE

Thirteen majors for the Bachelor of Science degree are offered. For general education requirements in variance with those previously outlined for the Bachelor of Arts degree, the student should consult the specific department of interest as listed in the section "Departments and Courses of Instruction."

The majors are:

Behavioral Science	Early Childhood Education	Industrial Arts
Biology	Elementary Education	Medical Technology
Business Admin.	Health, Phys. Ed. and Recreation	Nursing
Chemistry	Home Economics	Office Admin.
		Physics

THE BACHELOR OF MUSIC

The Bachelor of Music degree is available to students planning to major in music with special emphasis in music education. The detailed requirements for this professional degree are outlined under the Department of Music in the section "Departments and Courses of Instruction."

MAJOR AND MINOR REQUIREMENTS

The College offers twenty-eight majors and twenty-seven minors for students wishing to qualify for a baccalaureate degree. Minors are offered in Biblical Greek, Broadcasting, Computer Science, English Related Fields, Foods and Nutrition, Journalism, Library Science, Applied Theology, and Speech, as well as in most major fields of study listed under the degree programs. Each major for a baccalaureate degree

PROGRAMS OF STUDY

consists of thirty hours or more in the chosen field of specialization of which a minimum of fourteen must be upper biennium credit. The total of semester hours required for each major for the Bachelor of Science and Bachelor of Music degrees varies with the field of specialization chosen.

All minors consist of eighteen semester hours. Six hours of a minor must be upper biennium credit.

The specific requirements for majors and minors are given under the respective departments in the section "Departments and Courses of Instruction." No class may fulfill both major and minor requirements.

PRE-PROFESSIONAL CURRICULA

SMC offers pre-professional and pre-technical programs in a wide variety of fields which may prepare students for admission to professional schools or to enter upon technical careers. Below are listed the pre-professional curricula most frequently chosen by students.

Dentistry	Medical Record	Osteopathy
Dental Hygiene	Librarian	Physical Therapy
Dietetics	Medicine	Veterinary Medicine
Engineering	Occupational Therapy	X-Ray Technology
Law	Optometry	

Pre-professional and technical admission requirements may vary from one professional school to another. The student is, therefore, advised to become acquainted with the admission requirements of the chosen school.

Detailed requirements for the pre-professional curricula are outlined in the section on "Pre-Professional Curricula."

TERMINAL CURRICULA

Southern Missionary College offers the following ten terminal curricula leading to either the Associate of Arts or the Associate of Science degree.

Art and Design	Medical Office Administration
Construction Technology	Music
Food Service and Baking Management	Nursing
Home Economics	Office Administration
Industrial Education	Preschool Education

In addition to the above, one-year programs in Clerical and Food Service are offered.

Complete details of course requirements for the terminal curricula are outlined in the departmental descriptions in the bulletin section "Departments and Courses of Instruction."

ACADEMIC INFORMATION

REGISTRATION

Students are expected to register during the scheduled registration periods designated in the school calendar. The registration process is complete only after all procedures have been met and registration forms are returned to the Office of Records. Freshmen are required to participate in the Orientation Week activities.

Late Registration. Permission to register late must be obtained from the Director of Admissions and Records. Students failing to register during the scheduled registration periods will be assessed a late registration fee of \$10.00 and \$2.00 for each additional day. The course load of a late registrant will be reduced by one to two semester hours of each expired week of instruction. No student should expect to register after two weeks of the semester have elapsed.

Changes in Registration. To avoid changes in registration the student should carefully consider the program of courses necessary to meet his objectives. To avoid subsequent adjustments, a balance must be maintained between the course load, work program, and extra-curricular activities.

If expedient, changes in the student's program may be made during the first week of instruction by the Director of Records with the approval of the course instructor. Subsequent changes must also have the approval of the Academic Dean. To effect a change in courses, the student must obtain the appropriate change of registration voucher at the Office of Records. After having the proposed change of program approved, the student must return the form to the Office of Records. Course changes and complete withdrawals from the school become effective on the date the voucher is filed at the Office of Records. A fee of \$5.00 will be assessed for each change in the course program following the first week of instruction.

A student may not change from one course section to another without the approval of the instructor and the Director of Records.

A student may withdraw from a class up to three weeks after the end of the mid-term and receive a grade of "W" automatically. A student withdrawing from a class after that up to the last class before final examinations will be assigned a grade of "W" or "WF" by the teacher.

Auditing Courses. A student may register on an audit basis with the approval of the department in courses for which he is qualified. Class attendance is expected but examinations and reports may be omitted. With the approval of the instructor a student may change a course registration for audit to credit, or for credit to audit, during the first week of instruction only. No credit is given for courses audited, and the fee is one-half of the regular tuition charge.

ACADEMIC INFORMATION

COURSE LOAD

The measure of a college course is expressed in semester hours. A semester hour usually consists of one fifty-minute class period per week for one semester. Thus, two semester hour classes are scheduled to convene twice a week and three semester hour classes three times a week. A laboratory period of two or three hours is equal to one class period.

To qualify for a baccalaureate degree in four years, a student must take an average load of sixteen hours per semester. The summer term may be used to advantage by students wishing to complete degree requirements in less than four years or by students having to take reduced programs of studies during the regular academic year.

Except by permission of the Academic Dean, a resident student may not register for more than sixteen or less than eight semester hours. By permission, students of superior scholastic ability may register for a maximum of eighteen hours. Freshmen may not exceed seventeen hours. A student is expected to pursue a program of studies equal to his ability.

Study-Work Program. It is exceedingly important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with his adviser or major professor in planning the proper balance of study and work. In determining an acceptable study-work program, the student's intellectual capacity and previous scholastic record are considered. Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	Maximum Work Load
16 hours	16 hours
14 hours	20 hours
12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

Students of average scholastic ability are advised to plan a study-work program involving less than the maximum hours of labor permitted. Freshmen in particular need more time for orientation and adjustment to the college academic program.

GRADING SYSTEM

Mid-semester and semester grade reports are issued to the student and his parent or guardian. Only semester grades are recorded

ACADEMIC INFORMATION

on the student's permanent record at the College. The following system of grading and grade point values is used:

A	4.0 grade points per hour	D	1.0 grade points per hour
A-	3.7 grade points per hour	D-	0.7 grade points per hour
B+	3.3 grade points per hour	F	0.0 grade points per hour
B	3.0 grade points per hour	W	Withdrawal
B-	2.7 grade points per hour	WF	Withdrew Failing
C+	2.3 grade points per hour	AU	Audit
C	2.0 grade points per hour	NC	Non-credit
C-	1.7 grade points per hour	S	Satisfactory
D+	1.3 grade points per hour	I	Incomplete

The grade "S" may be given in group organizations and problem courses but may not be used as a final grade. A student may receive an "Incomplete" because of illness or other unavoidable delay. A student who believes he is eligible for an incomplete must secure from the Office of Admissions and Records the proper form on which he may file application with the Academic Dean to receive an incomplete. An incomplete grade must be removed by the end of the first six weeks of the following semester.

A course in which the student received a grade of "D" or "F" may be repeated before he takes a more advanced course in the same field. Only the higher grade will be counted on repeated courses.

The grade point average may be calculated by dividing the total number of grade points earned by the hours attempted.

ACADEMIC PROBATION

When for any reason a student's scholarship falls below a "C" (2.00) average, he may be required to adjust his program.

A student is automatically placed on academic probation or academically dismissed when his cumulative grade point average fails to reach the following accumulated levels:

<i>Semester Hours Attempted</i>	<i>G. P. A. Dismissal Level</i>	<i>G. P. A. Probation Level</i>
1-23		1.60
24-48	1.50	1.75
49-64	1.65	1.90
65-80	1.75	2.00
81-95	1.85	2.00
95-up	1.95	2.00

Beginning freshmen will be allowed to attempt 23 semester hours over a period of two semesters before being subject to dismissal. Candidates for the Associate of Science degree must have a grade point average of at least 1.95 before being accepted for their final year and at least 2.00 to graduate.

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A student academically dismissed may not be readmitted until two sessions have elapsed. Eligibility for readmission shall include successful college-level work taken in another institution or other evidence of maturity and motivation.

Transfer students should have a grade point average of at least 2.00 in order to be eligible for admission to Southern Missionary College.

Any person coming to the senior year with a grade point average of less than 2.25 in the major will be placed on academic probation.

Students with less than a 2.00 cumulative grade point average may not hold office in any student organization and may not participate in any non-academic organization which performs publicly on or off campus. In addition, to hold any elected office in a student organization a student must also have a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester.

CLASS AND CHAPEL ATTENDANCE

Class Attendance. Attendance at class and laboratory appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.

1. Absences: Absences are counted from the first scheduled meeting of the classes and are considered as either an excused or an unexcused absence. Excused absences are recognized as absences incurred because of illness, authorized school trips, or emergencies beyond the student's control.

To have an absence recorded as an excused absence the student must, upon returning to class, show the instructor an absence excuse blank signed by the proper authority as listed below. He must do so within the first two class periods after he returns to class.

- a. Illness: Dormitory students excused by health service. Non-dormitory students by college or family physician or dean of students. Students will not be excused from classes for reasons of illness unless they have been in touch with the health service prior to missing the classes.
- b. Authorized school trips: The sponsor of the group should send a list of those who attended any such trip to the academic dean the day following the trip. He will make this list available to all teachers within 24 hours. If a certain person's name is not on the list, the instructor may record the absence as unexcused.
- c. All other excusable absences should be cleared through the academic dean.

If the number of unexcused absences in any class exceeds the number of hours credit in the class, it will be cause upon the recommendation of the instructor, with the approval of the academic dean, for dismissal from the class. A grade of W or WF will be recorded.

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An instructor may announce at the first class meeting of a course that no student who is absent from class for 25 percent or more of class appointments will receive a passing grade. Four tardinesses may be considered as one absence.

2. **Make-up work:** A student may expect to make up class work only if the absence is excused. All make-up work involving examinations and other class assignments must be completed within one week after the student returns to class unless an extension of time is arranged with the instructor. A teacher may have the option, if it is agreeable with the individual student, to give an average grade on a make-up quiz or use it as one of the quizzes to be thrown out if that practice is followed. However, if the student prefers to be given a make-up quiz, it is his prerogative and the instructor shall be obliged to do so.

Chapel Attendance. The chapel service is provided for the spiritual and cultural benefit of the college family, to promote the interests of SMC, and to develop and conserve a spirit of campus unity. In essence the chapel attendance policy is the same as for class attendance in that no absences are permitted except for illness, authorized school trips, or emergency. Excuses must be presented at the Dean of Students office within 48 hours after the absence. It is the responsibility of each student to keep check of his chapel absences. Upon receiving the fourth unexcused absence, the student will receive a letter of advice, and upon receiving the fifth, a letter of warning. Additional unexcused absences will result in a student's being placed on citizenship probation. Continued absences may disqualify the student as a citizen on this campus.

A satisfactory chapel attendance record is required for readmission to SMC.

SPECIAL EXAMINATIONS

Upon recommendation of the instructor and the approval of the Academic Policies Committee, a student may obtain a waiver of curricular requirements by successfully completing comprehensive examinations—written, oral, manipulative or otherwise, as determined by the instructor. Any request for waiver examinations is to be made at the regular registration period and the examination must be taken at a date within three weeks of the request being granted. A fee of \$5.00 is assessed. See page 15 for policy relating to transfer of credit from professional schools.

COLLEGE CREDIT BY EXAMINATION

In recognition of special needs, college credit by examination is permitted. The following rules of procedure apply:

- Application in writing to the Academic Dean with the approval of the major professor and department chairman.

ACADEMIC INFORMATION

- ▶ Payment to the accounting office of a special examination fee of \$25.00.
- ▶ Sitting for the comprehensive examinations, written, oral, manipulative or otherwise as determined by the instructor in collaboration with the department chairman. The examination must be taken during the semester in which approval is granted. Examinations for credit or for waiver may be taken only once.
- ▶ A grade of "B" must be achieved by the student to have course credits recorded as college credit.
- ▶ Any request for credit examinations is to be made at the regular registration period and the examination must be taken at a date within three weeks of the request being granted.

CORRESPONDENCE AND EXTENSION COURSES

A maximum of twelve semester hours of correspondence or extension credit may apply toward a baccalaureate degree program and eight hours toward a two-year terminal curriculum.

The Home Study Institute of Washington, D.C., is the officially recognized correspondence school of Southern Missionary College. The college recommends the Home Study Institute for those students needing correspondence credit and accepts all such credits when the study program is approved by the director of admissions and records prior to enrollment.

A student will be permitted to carry correspondence or extension work while in residence only if the required course is unobtainable at the College. Correspondence courses, whether taken while in residence or during the summer, must be approved in advance by the Director of Admissions and Records.

Correspondence work may not apply on the upper biennium requirements of the major or minor. A minimum grade of "B" must be earned to apply on the lower biennium requirements for a major. Correspondence credit with a "D" grade is unacceptable and a course in which the student earned a grade of "D" or "F" while in residence may not be repeated by correspondence. No correspondence credit will be entered on the student's record until he has earned a minimum of twelve hours in residence with an average of at least "C". To apply toward the requirements of a baccalaureate degree, correspondence work must be completed two sessions prior to graduation. A session is defined as a complete nine-week summer school or a semester. This means that any student wishing to graduate in May will not be allowed to place any correspondence work on his transcript after his registration in the fall. If a student completes his work in the summer, he will not be allowed to place correspondence work on his transcript after registration of the spring semester preceding the summer in which he graduates. A senior may take correspondence work during his senior year but this correspondence work will not apply toward graduation.

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HONORS

The following honors program has been devised in recognition of quality scholarship and a commitment to learning.

Dean's List. Students who carry a minimum of twelve semester hours and attain a grade point average of 3.50 or above for two consecutive semesters in residence are listed on the official Dean's List. At the discretion of the instructor, students on the Dean's List may be given the opportunity to pursue planned programs of independent study in certain upper biennium courses designated by the instructor.

Honorable Mention. Students who achieve a grade point average of 3.00 or above for a single semester with a minimum course load of twelve hours are given honorable mention.

CLASS STANDING

Freshmen	0-23 semester hours
Sophomores	24-55 semester hours
Juniors	56-95 semester hours
*Seniors	96- semester hours

The class standing for which a student qualifies generally continues through the entire school year. Eligibility for office requires an acceptable scholastic and citizenship record.

*A student may not be classified as a senior until he has filed a formal request with the Office of Records. All candidates for graduation must join the senior class organization and meet the non-academic requirements voted by the class membership.

GRADUATION WITH HONORS

A degree candidate in good and regular standing, having attained an overall grade point average of 3.50 or higher, may have the degree conferred *cum laude*.

GRADUATION IN ABSENTIA

It is expected that degree graduates participate in the commencement services unless granted written permission by the Academic Dean of the College to be graduated *in absentia*. Written application for exemption should be made early in the second semester of the senior year. Permission will be granted only in instances of obvious necessity. A fee of ten dollars is assessed for graduating *in absentia*.

RESPONSIBILITY OF THE STUDENT

The responsibility for satisfying degree requirements rests with the student. Each student is expected to acquaint himself with the various requirements published in the bulletin and to plan his course of study accordingly. The student may choose to meet the require-

ACADEMIC INFORMATION

ments of any one bulletin in effect during the period of residency. If he discontinues for a period of twelve months or more, he must qualify according to a single bulletin in force subsequent to his return.

A student may become a degree candidate when he enters upon the school term during which it will be possible to complete all requirements for graduation. Formal application for graduation must be made during the fall registration of the senior year. Students transferring to SMC for the senior year must file a request at the time of registration. All resident candidates must be members of the senior class.

TRANSCRIPTS

Copies of a student's academic record may be obtained by the student upon request to the Office of Records. The first copy of the transcript is issued without charge. Thereafter, a charge of \$1.00 is assessed for each additional copy.

SEQUENCE OF COURSES

A student may not receive credit for a course which is a prerequisite for a subsequent advanced course for which he has already received credit.

DEPARTMENTS AND COURSES OF INSTRUCTION

COURSE NUMBERS

Courses numbered 1 to 49 are lower biennium courses taken mainly by freshmen, and 50 to 99 mainly by sophomores; those numbered 100 to 149 are upper biennium courses open primarily to juniors; and 150 to 199 are open primarily to seniors.

Course numbers that stand alone (e.g., 56) represent courses of one semester which are units in and of themselves.

Course numbers separated by a comma (e.g., 41, 42) represent units in and of themselves either one of which may be counted for graduation without reference to sequence.

Course numbers separated by a colon (e.g., 11:12) are year courses in which credit for the first course is a prerequisite to the second; however, credit may be given for the first semester when taken alone.

Course numbers followed by a letter (e.g., 165r., 166r) may be repeated for credit, because of difference in subject matter.

ALTERNATING COURSES

Throughout the following section, courses which are not offered during the school year 1974-75 will be starred to the left of the course number (e.g., *57, 58). This arrangement of offering courses in alternate years (generally on the upper biennium level) makes possible the enrichment of curricula without a proportional increase of instructional expense.

ART & DESIGN

Robert Garren, Malcolm Childers, Ellen Zollinger

It is elemental to the philosophy of the department of art and design to provide the student with the quality of environment most conducive to spiritual, aesthetic, and technical growth. It is our desire to help all students become aware of their options in the field of art and design, and to prepare them systematically to meet the needs of their respective choice, be it commercially or aesthetically oriented.

Major — Art Emphasis: Thirty-six hours including 11, 12, 143, 144, 147r, 191, with not less than 14 hours in upper division courses. (No modern language required.) Cognate requirement: Communications 62.

Major — Interior Design Emphasis: Thirty-six hours including 11, 12, 25, 26, 160, 161, 162, with not less than 14 hours in upper division courses. (No modern language required.) Cognate requirement: Industrial Arts 101.

Minor: Eighteen hours including courses 11, 12, 143 or 160, with not less than 6 hours in upper division courses.

ART & DESIGN

ASSOCIATE OF ARTS DEGREE IN ART & DESIGN

Sixty-four hours are required for the Associate of Arts degree in art and design, including courses 11, 12, and 143; plus electives to make a total of 30 hours in art and design.

General Education Requirements:

English 1, 2	6 hours
Physical Education and Health	3 hours
Humanities	4 hours
Religion	6 hours
Social Science	3 hours
Electives	12 hours

1. BEGINNING DRAWING

2 hours

An introductory course in drawing, composition and design. Emphasis on the basic art elements and their functions in composition using various media. Does not apply on a major.

11, 12. STUDIO ESSENTIALS I, II

5,5 hours

Semester I: A course designed to help the beginning art major towards a broad vision base through exercises in photography, two dimensional, and three dimensional design.

Semester II: A course designed to give the art major needed technical experience in two dimensional and three dimensional projects. Areas to be explored will be painting, drawing, and sculpture.

25, 26. SPACE PLANNING AND DESIGN I, II

3,3 hours

Prerequisite: Art 11, 12 (Art I for non-majors).

A basic interior design course dealing with man's relation to space, architecture, and the environment in a broad sense. The emphasis is on space planning, architectural presentation, and construction. The course progresses from the designing of living spaces to the designing of small-scale commercial and/or public spaces. Two three-hour combined lecture and laboratory periods each week.

48r. CRAFTS

2 hours

Problems in crafts using a variety of materials and techniques.

49. DRAWING

3 hours

Prerequisite: Art 11, 12 (Art 1 for non-majors).

A course designed to give the student increased experience in rigid point media. Progress is geared to student involvement.

51. PAINTING

3 hours

Prerequisite: Art 11, 12 (Art 1 for non-majors).

A course designed to give the student experience in flexible point media (water-color, acrylic, oil). Progress is geared to student involvement.

55. CERAMICS

6 hours

Fundamentals of the preparation and use of clay. Methods of fabrication from hand building to wheel-thrown wares, chemistry and application of glazes and stacking and firing of kilns.

ART & DESIGN

- 61. SCULPTURE** 3 hours
Prerequisite: Art 11, 12 (Art 1 for non-majors).
Introduction to the problems of form in sculpture and three-dimensional design using various media such as clay, plaster, wood, and metal casting. Taught alternate years.
- 63. WEAVING** 3 hours
A design course dealing with the study of weaving techniques and materials. Creative exploration on and off the loom using pattern, color, and texture is stressed.
- 65. TEXTILE DESIGN** 2 hours
Prerequisite: Art 25, 26 (Art 1 for non-majors).
A design course dealing with the decoration of fabric by means of dye or pigment. Emphasis on materials, processes, and the application of design elements to fabric decoration. Two two-hour combined lecture and lab periods each week. Taught in alternate years.
- 71. PRINTMAKING** 3 hours
Prerequisite: Art 25, 26 (Art 1 for non-majors).
A course designed to give the art major experience in the basic printmaking media. Relief, intaglio, silk-screen, and plate lithography will be covered.
- 147r. ADVANCED PROJECTS IN ART** 3 hours
Students may choose from design, ceramics, sculpture, painting, printmaking, and drawing (student must have had lower division course in his area of choice).
- 161, 162. ENVIRONMENTAL DESIGN I, II** 2,2 hours
Prerequisite: Art 25, 26 (Art 1 for non-majors).
Following Space Planning and Design, this course deals with the interior design of large-scale spaces with emphasis on planning institutional, public, and commercial spaces. The course will lead into actual complete solutions of environmental and interior problems, based on space analysis and planning. The coordination of furnishings and materials, and the application of business ethics and principles will be included.
- 191. SENIOR PROJECT** 1 hour
Major projects in area of interest for seniors, and preparation of permanent portfolio of college art work.
- 193. INTERNSHIP IN ART** 2-4 hours
An internship program for advanced art majors selected by the department for actual experience on the job with a participating firm — supervised by the Art Department.
- 194. PROFESSIONAL PRACTICE IN INTERIOR DESIGN** 3-5 hours
A summer apprenticeship program for actual job experience in a professional interior design firm. This program is for advanced interior design majors who will be selected both by the department and the principal of the interior design firm.

ART EDUCATION

- Edu. 58. ART IN THE ELEMENTARY SCHOOL** 3 hours
A study of the aims, philosophy and methods of teaching art on the various levels of the elementary school. Observation and participation in art activities with elementary students will be scheduled.

BEHAVIORAL SCIENCE

Edu. 167. SPECIAL METHODS OF TEACHING ART

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

ART HISTORY

143. HISTORY OF ART

3 hours

A study of the arts of western civilization from antiquity to the present with an emphasis on pivotal figures in art history.

144. CONTEMPORARY ART

3 hours

Nineteenth and twentieth century developments in European and American arts.

160. FURNITURE AND INTERIORS

3 hours

Prerequisite: Humanities 50 or permission of instructor.

Study of furnishings, interiors, and designers, past and present. Evaluation of the economical, social, and technical influences on the evolution of design and the inter-relationship of architectural and furniture styles.

BEHAVIORAL SCIENCE

Gerald Colvin, Dorcas Ferguson, Edward Lamb

BACHELOR OF SCIENCE IN BEHAVIORAL SCIENCE

Students anticipating employment or graduate study in guidance, law, occupational therapy, personnel work, psychology, social work, sociology or anthropology should consider a major in behavioral science. Those interested in becoming school counselors or dormitory deans will want to certify in a teaching field and take Education 162. Registered nurses should find a major in behavioral science a timely preparation for public health or psychiatric nurses' work. In most cases, to achieve a professional level in these fields the student must seriously consider further preparation at the graduate level.

Major: Thirty-six hours for the Bachelor of Science degree with a 21-hour emphasis in either psychology or sociology, including a core requirement of Psychology 1, 54, 183; Sociology 20, 52, 187; and Research Design 192. Cognate requirements are six hours in biology chosen from the following courses: 9, 11, 12, 15, 96, 99, 111.

A student desiring departmentally-designated preparation for social work should take the following courses while completing a major in behavioral science: Sociology 99, 100, 184, 185. This sequence is designed toward satisfying professional certification for social workers.

All general education requirements apply to students pursuing this program except the foreign language requirement.

Minor: Eighteen hours selected from the behavioral sciences and to include Psychology 1 and Sociology 20.

BEHAVIORAL SCIENCE

PSYCHOLOGY

- 1. GENERAL PSYCHOLOGY** 3 hours
An introductory course in the basic principles and concepts of psychology. Recommended as a preliminary to other courses in the field.
- 54. DEVELOPMENTAL PSYCHOLOGY I** 2 hours
A basic course in growth and development from conception through adolescence. Factors involving biological, psychological, and sociological maturation are considered.
- 55. DEVELOPMENTAL PSYCHOLOGY II** 2 hours
A continuation course examining the combined forces shaping the behavior of the youth, young adult, middle-aged, and retired American man and woman. Specific attention is given to adjustment and decision-making processes.
- 120. SOCIAL PSYCHOLOGY** 3 hours
Study of human behavior as affected by group living. Dynamics of groups, social roles, communication, and mass behavior are foci of consideration. Credit applicable for either psychology or sociology emphasis, but not for both.
- 151. PSYCHOLOGY OF LEARNING AND THE LEARNER** 3 hours
(See Education Department listings.)
- 154. PSYCHOLOGY OF PERSONALITY** 3 hours
A systematic study of the development, dynamics, and structure of personality. Methodology and theory are studied in relation to personality development.
- 165. HISTORY AND SYSTEMS OF PSYCHOLOGY** 3 hours
Prerequisite: Psychology 1
Philosophical and historical background of psychology leading to a consideration of contemporary schools and systems of psychology.
- 180. PRINCIPLES OF GUIDANCE** 3 hours
A survey of the current aims of counseling and guidance in school and community. Basic principles, procedures, and policies of counseling and guidance are emphasized.
- 181. GROUP COUNSELING** 2 hours
Prerequisite: Psychology 180
Principles and techniques of group counseling. Role of the leader, problems of member selection, and evaluation of progress. Role-playing and/or group counseling involvement is expected.
- 182. PSYCHOLOGICAL EVALUATION** 3 hours
Prerequisite: Psychology 1, 54
Systematic study of the principles underlying the construction and validation of the major varieties of tests and an introduction to the statistics of test interpretation. Emphasis is given to the utilization of test results in individual guidance and therapeutic settings.
- 183. ABNORMAL PSYCHOLOGY** 3 hours
Prerequisite: Psychology 1 or 54
A study of the etiology of pathological behavior and the factors of good adjustment and mental health.
- 186. THE EXCEPTIONAL CHILD** 2 hours
The etiology of exceptionality. Nature of conditions characterizing the atypical child, touching on a wide variety of disabling conditions and individual adjustment in relation to disability.

SOCIOLOGY

20. GENERAL SOCIOLOGY**3 hours**

A scientific approach to the analysis of the social world. Consideration is given to the dynamic nature of social structures and processes. Special emphasis is given to basic terms.

52. MARRIAGE AND THE FAMILY**2 hours**

A course in the ethics of human relationships, including the place of the family in society, and the Christ-centered approach to marital and familial conflicts.

99. SOCIAL WELFARE I**3 hours**

An introduction to the field of Social Welfare emphasizing its institutional nature. Programs are viewed from both historical and philosophical perspective. The impact of cultural, economic, administrative, political and social forces upon social welfare policies and programs is analyzed.

100. SOCIAL WELFARE II**3 hours**

Prerequisite: Sociology 99

Includes models and methodologies of the social work profession. The emergence of specific theories and concepts are considered as they relate to practice development in response to special group needs in our society.

110. SOCIOLOGY OF RELIGION**2 hours**

Religion as a social institution; its relation to other social institutions; its organizational forms. Attention given to American protestant growth and change. Evangelical and missionary approaches are examined.

123. THE COMMUNITY**3 hours**

Examination of the social structure and interaction patterns of communities, both *rural* and *urban*. The history of community development, particularly urbanization and its effect on society.

184. SOCIAL WORK METHODS**3 hours**

Prerequisites: Sociology 20, 99, 100

A course oriented toward problem-solving technologies used in working with individuals, groups and communities. Considers resolving social problems through an effective battery of social welfare activities. Diagnostic assessments of the person-problem-situation, ego supportive procedures, and problem-solving processes are emphasized.

185. SOCIAL WORK PRACTICUM**4 hours**

Prerequisite: Sociology 184

This course provides opportunity for students to apply the combined techniques of casework, group work, and/or community organization through direct participation in the social service delivery system. Through his participation the student becomes familiar with agency structures, functions and programs.

187. CONTEMPORARY SOCIAL PROBLEMS**3 hours**

Attention is given to the major forces shaping cultural and subcultural changes today. Changes are particularly viewed as to their effectiveness in bringing about group and mass adjustment.

191. SOCIAL FOUNDATIONS OF AMERICAN EDUCATION**2 hours**

(See Education Department listings.)

RESEARCH DESIGN

192. RESEARCH METHODS IN BEHAVIORAL SCIENCE

3 hours

An introduction to common research methods and statistical procedures as applied to the behavioral sciences.

198. PROJECTS AND TOPICS IN BEHAVIORAL SCIENCE

1 hour

Independent study culminating in term paper or equivalent investment with approved selection. Limited to department majors with senior standing.

BIOLOGY

Huldrich H. Kuhlman, Edgar O. Grundset, Duane F. Houck,
David A. Steen

The study of the science of Biology, living plants, animals, and man constitutes one of the most important fields of learning. The aim of the Biology Department is to offer sufficient courses to supply the needs of those students desirous of pre-professional preparation, or of those who elect Biology for informational or cultural background.

Relative to spiritual values the following statement reflects the philosophy of the Biology Department.

All true science is but an interpretation of the handwriting of God in the material world. Science brings from her research only fresh evidence of the wisdom and power of God. Rightly understood, both the book of nature and the written word make us acquainted with God by teaching us something of the wise and beneficent laws through which He works.

— Ellen G. White, *Patriarchs and Prophets*, page 599.

Major — Bachelor of Arts: Thirty hours including Biology 47, 48; 111, 145, 100 or 176; and 195. Up to three hours of Chemistry 172 may apply on a major or minor. Cognate requirement: Chemistry 11:12. A course in general physics is highly desirable. A minor in Chemistry is recommended.

Major — Bachelor of Science: Forty hours including Biology 22, 47, 48; 107, 111, 128, 145, 146, 100 or 176 and 195. Up to three hours of Chemistry 172 may apply on a major. Cognate requirements: Chemistry 11:12; Mathematics 41 and 82. A course in general physics is highly desirable. A minor chosen from either Chemistry, Mathematics, or Physics is recommended.

Minor: Eighteen hours including Biology 47, 48 (or equivalent); 111, and 107 or 145. A course in physiology is strongly recommended. Up to three hours of Chemistry 172 may apply on a minor. A minimum of six hours must be in upper biennium.

9. PRINCIPLES OF BIOLOGY

3 hours

This is a basic biology course designed to give the non-science student a modern

BIOLOGY

treatment of the fundamental processes and principles of plant and animal life. Two lectures and one laboratory period each week. Does not apply on a major.

11, 12. ANATOMY AND PHYSIOLOGY

3,3 hours

A study of the fundamentals of human anatomy and physiology. Two lectures and one laboratory period each week. Does not apply on a major.

15. NATURAL HISTORY

3 hours

For the student whose interest is not primarily in science, but who wishes to understand the realm of living things, especially as these relate to man and his society. Two lectures and one laboratory period each week. Does not apply on a major.

22. MICROBIOLOGY

3 hours

A general study of bacteria, viruses, yeasts, molds, and pathogenic protozoa. Special consideration is given to the relationship of microorganisms to health and disease. Two lectures and one laboratory period each week.

47, 48. FOUNDATIONS OF BIOLOGY

4,4 hours

This is an introductory course in biology open to all college students. The course is designed to give the non-science student a modern treatment of the fundamental processes of plant and animal life as well as provide a satisfactory basis upon which a biology major may build. Three lectures and one laboratory period each week.

96. HUMAN BIOLOGY

3 hours

The development, structure, and function related to everyday living. The course is designed to apply on the basic science requirement for non-science students. A student may not receive credit for both Biology 11, 12 and 96. Does not apply on a major. Three lectures each week.

99. ENVIRONMENTAL & CURRENT BIOLOGY

3 hours

A course dealing with the biological aspects and current problems of today's polluted and changing environment. Three lectures each week.

100. ANIMAL PHYSIOLOGY

3 hours

Prerequisites: Biology 12 or 48 or equivalent, and Chemistry 7:8 or equivalent.

A study of the principles of animal function with special attention to man. Two lectures and one laboratory period each week.

107. PARASITOLOGY

3 hours

Prerequisite: Biology 48 or consent of instructor.

A general survey of the more important parasites of man and domestic animals. Two lectures and one laboratory period each week. Taught in alternate years.

108. ORNITHOLOGY

3 hours

Prerequisite: Biology 9, 15, or 48 or consent of instructor.

A systematic study of bird life with special emphasis on external features. Taxonomy, nesting, and feeding habits, flight and migratory patterns. Two lectures and one laboratory period each week. An extended field trip, which applies toward laboratory credit, is planned on a voluntary basis during spring vacation.

110. ENTOMOLOGY

3 hours

Prerequisite: Biology 9 or 15 or 48 or consent of instructor.

An introductory study of the fundamental aspects of insect biology. Two lectures and one laboratory period each week. Taught upon demand during summer session.

BIOLOGY

111. GENETICS

3 hours

Prerequisite: Biology 9 or 15 or 48 or consent of instructor.

A study of heredity as related to man and domestic plants and animals. Two lectures and one laboratory period each week.

115. MYCOLOGY

3 hours

Prerequisite: Biology 9 or 22 or 47 or equivalent.

A study of the fungi with emphasis on mushrooms, molds, yeasts and related diseases on plants. Two lectures and one laboratory each week.

120. GENERAL ECOLOGY

3 hours

Prerequisite: Biology 9 or 48 or consent of instructor.

A study of plants and animals in relation to their environment. Two lectures and one laboratory period each week. Taught in alternate years.

123. PHILOSOPHY OF SCIENCE

3 hours

Survey of the theories of origins, the extent of variations among animals today; special attention to the factual basis for the theories of special creation and evolution. Three lectures each week.

128. SYSTEMATIC BOTANY

3 hours

Prerequisite: Biology 9 or 15 or consent of instructor.

A taxonomic study of the local flowering plants. Two lectures and one laboratory period each week.

*141. ICHTHYOLOGY

3 hours

Prerequisite: Biology 47, 48 or consent of instructor.

A systematic study of the fishes found in the local area, with a survey of the fishes of other waters. Two lectures and one laboratory period each week. Taught in alternate years.

143. HERPETOLOGY

3 hours

Prerequisite: Biology 47, 48 or consent of instructor.

A systematic study of amphibians and reptiles of the local area, with a survey of amphibians and reptiles of other areas. Two lectures and one laboratory period each week. Taught in alternate years.

145. GENERAL EMBRYOLOGY

3 hours

Prerequisite: Biology 47, 48 or consent of instructor.

An introduction to the development of the vertebrate animal with emphasis on the development of the chick. Two lectures and one laboratory period each week.

146. COMPARATIVE ANATOMY

3 hours

Prerequisite: Biology 47, 48 or consent of instructor.

A comparison of the anatomy of the various organ systems of vertebrates. The dogfish shark, mud puppy, cat, and/or fetal pig are used for laboratory study. Two lectures and one laboratory period each week. Taught in alternate years.

176. PLANT PHYSIOLOGY

3 hours

Prerequisite: Biology 47, 48; Chemistry 11:12 or consent of instructor.

A study of the functions of plant organs. Topics covered include water relations, mineral nutrition, photosynthesis, transpiration, translocation, respiration and growth. Two lectures and one laboratory period each week. Taught in alternate years.

*178. ANIMAL HISTOLOGY

3 hours

Prerequisite: Biology 47, 48 or consent of instructor.

A descriptive study of normal tissues, including those of man. The microscopic

BUSINESS ADMINISTRATION

identification and characteristics of stained section is emphasized in the laboratory. One lecture, two laboratory periods each week. Taught in alternate years.

192. SELECTED TOPICS

1-3 hours

Designed for the student who wishes to do private study or research; or for a group of students who wish a special course not listed in the regular offerings. Examples: mammalogy, economic botany, cryptogamic botany, etc. Content and method of study must be arranged for prior to registration.

195. BIOLOGY SEMINAR

1 hour

Open to Biology majors or minors only, or approval of Biology staff.

Reports are made on some specific problem in the field of Biology and on current literature in the field. To be taken in the senior year or with approval of department chairman.

Edu. 167. SPECIAL METHODS OF TEACHING BIOLOGY

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

BUSINESS ADMINISTRATION

Wayne VandeVere, Cecil Rolfe, Jan Rushing

Major—Business Administration: Forty-five hours for the Bachelor of Science degree with an emphasis in either Accounting or Management. Required core: 31:32; 61:62; 71, 72; 152; 155, 156; and 197r. Accounting emphasis: 102, plus 12 additional hours, 9 of which must be in Accounting. Management emphasis: 129, 142, 144 plus 7 additional hours in Accounting, Business or Economics. Cognate requirements: Math 36, 82; Computer Science, 3 hours; Office Administration 146; and typing proficiency (Office Administration 13, one year high school typing, or pass a 35 wpm speed test).

Students preparing for the C.P.A. examinations are advised to take course 191, 192—C.P.A. Review Problems.

General Education Requirements

The general education requirements for the above degree programs are the same as those listed for the Bachelor of Arts degree with the exception of foreign language study.

Bachelor of Science degrees in Business Administration and Accounting do not require a minor. However, a minor in Mathematics or Computer Science is highly recommended.

Minor—Business Administration: Eighteen hours including courses 31:32; 71, 72; and six hours of upper biennium from courses listed as accounting or general business.

ACCOUNTING

31:32. PRINCIPLES OF ACCOUNTING

3.3 hours

A course in the fundamentals of accounting theory. A two-hour study lab will be provided.

BUSINESS ADMINISTRATION

61:62. INTERMEDIATE ACCOUNTING

3,3 hours

Prerequisite: Accounting 31:32.

Accounting principles and theory. Preparation of statements. Intensive study and analysis of the classification and evaluation of balance sheet accounts.

102. COST ACCOUNTING

4 hours

Prerequisite: Accounting 61.

The general principles of job order and process cost accounting, including the control of burden. This course is taught in alternate years.

112. ADVANCED ACCOUNTING

4 hours

Prerequisite: Accounting 61:62.

Consideration of problems concerned with consolidated financial statements, partnerships, businesses in financial difficulty, estates and trusts. This course is taught in alternate years.

*160. AUDITING

4 hours

Prerequisite: Accounting 61:62.

Accepted standards and procedures applicable to auditing and related types of public accounting work. This course is taught in alternate years.

171. FEDERAL INCOME TAXES

3 hours

Prerequisite: Accounting 31:32.

This course of study is designed to provide a comprehensive explanation of the Federal Tax structure, and to provide training in the application of the tax principles to specific problems. The attention of the student is directed mainly to those taxes applicable to the Federal Government, which includes the Income Tax, Social Security, Estate and Gift Tax. Mention is made of state and local taxes applicable to the State of Tennessee.

191, 192. C.P.A. REVIEW PROBLEMS

3,3 hours

Prerequisite: By permission of instructor.

Includes a study of accounting theory as exemplified by the accounting research bulletins of the American Institute of Certified Public Accountants.

ECONOMICS

71, 72. PRINCIPLES OF ECONOMICS

3,3 hours

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, evaluation, exchange, and distribution of wealth in modern society.

*135. MANAGERIAL ECONOMICS

3 hours

The examination of the economic environment within which the business firm makes the decisions, and the application of principles and theories of economics in managerial decision making.

139. MONEY AND BANKING

3 hours

Prerequisite: Economics 71, 72.

Mediums of exchange, money and credit, banks and their services, the Federal Reserve System, and other financial institutions are considered. This course is taught in alternate years.

*176. COMPARATIVE ECONOMIC SYSTEMS

3 hours

A study of the characteristics and functions of economic systems. Analysis of alternative patterns of economic control, planning and market structure. Consideration of their theories and philosophies. This course is taught in alternate years.

BUSINESS ADMINISTRATION

GENERAL BUSINESS

41. INTRODUCTION TO BUSINESS

3 hours

An introductory course to give familiarity with economic concepts, business practices, and business terminology.

129. MARKETING

3 hours

A study of the nature and functions of marketing. Includes marketing institutions, basic problems in the marketing of commodities and services, price policies, and competitive practices.

142. PRINCIPLES OF ORGANIZATION AND MANAGEMENT

3 hours

An analysis of business policies viewed from the standpoint of the functional characteristics of management processes and current ethics.

144. ADVANCED MANAGEMENT

3 hours

Prerequisite: Business 142.

This course of study is designed to give the student experience in decision-making and problem solving through the case method. The attention of the student is directed to defining, analyzing and proposing alternative solutions to business problems from management's viewpoint.

*147. PERSONNEL ADMINISTRATION

3 hours

An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are: selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership. This course is taught in alternate years.

152. BUSINESS FINANCE

3 hours

Prerequisite: Accounting 61:62.

A study of the fundamental principles of financial organization. Emphasis on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization.

154. INVESTMENT ANALYSIS

3 hours

A practical, as well as a theoretical, approach is taken for the potential investor of institutional or personal funds through the use of problems, readings, and cases. Topics covered will include stocks and bonds in the security market, real estate, and fixed equipment investments.

155, 156. BUSINESS LAW

3,3 hours

The nature and social functions of law; social control through law; the law of commercial transactions and business organization.

158. BUSINESS AND GOVERNMENT

3 hours

A study of the ways in which business and economic life are shaped and directed by government. The legal framework within which business is conducted and the evolution of public policy toward business are examined.

175. BUSINESS ADMINISTRATION PROBLEMS

1-2 hours

Individual research work open only to business majors. Content to be arranged. Approval must be secured from department head prior to registration.

Edu. 167. SPECIAL METHODS OF TEACHING BUSINESS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

CHEMISTRY

197r. SEMINAR IN BUSINESS ADMINISTRATION

2 hours

This course will include the Eugene Anderson Lecture Series in business. Top men in their field will present lectures in insurance, real estate, finance, retailing, production management, etc. Ten lectures and two testing sessions will be required. This course may be repeated for credit.

CHEMISTRY

Melvin Campbell, John Christensen, Paul Gebert, Mitchel Thiel

Major: Thirty hours for the Bachelor of Arts degree, including courses 11:12, 113:114, 117, 118. The first course in Calculus is a cognate requirement.

Forty hours for the Bachelor of Science degree with a major in Chemistry including courses 11:12, 113:114, 117, 118, 121, 133, 151, 152, 153, 154, and 190 are required. Cognate requirements are General Physics and a full year of Calculus. The general education requirements are the same as for the B.A., except there is no foreign language requirement.

One of the following may be applied on the major for either the B.A. or the B.S.: an upper biennium Physics course, a Computer Programming course, the Basic Electronics course.

Minor: Eighteen hours, six of which must be upper biennium.

4. CHEMISTRY OF INDUSTRIAL PROCESSES

3 hours

An introduction to the elementary chemistry of industrial processes and the physical principles which govern them. Fuels, lubricants, paints, plastics, refrigerants, adhesives, photochemicals, graphic materials, and the crystal structure of metal will be among the topics covered. Two hours lecture and three hours laboratory each week. Taught in alternate years. Does not apply toward a major or minor.

5. INTRODUCTION TO CHEMISTRY

3 hours

An introduction to the elementary principles of chemistry and their applications to everyday life. Especial emphasis is given to chemical demonstrations with simple equipment. Two hours lecture, three hours laboratory each week. Does not apply toward a major or minor.

*6. CHEMISTRY OF ART MATERIALS

3 hours

An introduction to the elementary chemistry of art materials and the physical principles which govern their use. Pigments, dyes, paints, plastics, ceramics, and glazes will be among the topics covered. Some material on the physical tests to detect art forgery will also be covered. Two hours lecture and three hours laboratory each week. Taught in alternate years. Does not apply toward a major or minor.

7:8. SURVEY OF CHEMISTRY

3,3 hours

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Of special interest to students in the paramedical fields.

CHEMISTRY

First semester three lectures each week; second semester, two lectures, three hours laboratory each week. Does not apply toward a major.

11:12. GENERAL CHEMISTRY

4,4 hours

Successful completion of the course presupposes that a course in high school chemistry or physics and mathematics through Intermediate Algebra have been completed. An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. Second semester includes some work in qualitative analysis. Three hours lecture and three hours laboratory each week.

*15. MINERALOGY

3 hours

A study of the classes of rocks and minerals, their origins, uses and identification. As a survey of their geological backgrounds and of the evolution-creation controversy, fossil layers and their significance are considered.

113:114. ORGANIC CHEMISTRY

4,4 hours

Prerequisite: Chemistry 11:12.

A study of the aliphatic and aromatic compounds of carbon and their reactions. The laboratory work includes typical syntheses of various compounds. Three hours lecture, three hours laboratory, each week.

117. QUANTITATIVE ANALYSIS

4 hours

Prerequisite: Chemistry 11:12.

This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity, and percentage composition of a variety of unknowns with the related theory and problems. Three hours lecture, three hours laboratory, each week.

118. EXTRA HOUR OF QUANTITATIVE ANALYSIS

1 hour

121. ORGANIC QUALITATIVE ANALYSIS

2 or 3 hours

Prerequisite: Chemistry 113:114.

Application of solubility principles, classification reactions and the preparation of derivatives for the identification of both pure compounds and mixtures. Two hours of lecture for nine weeks, and three or six hours of laboratory each week. Offered on sufficient demand.

133. INSTRUMENTAL ANALYSIS

4 hours

Prerequisite: Chemistry 117.

A study of the theories, techniques and instruments involved in spectrometry, chromatography, electrochemistry and radiochemistry. Three class periods per week, one of which is a laboratory discussion period, and one five-hour laboratory period each week. Taught in even years on sufficient demand.

144. LABORATORY GLASS BLOWING

1 or 2 hours

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three or six hours laboratory each week. This course does not count on basic science requirements nor on the minor.

*151. PHYSICAL CHEMISTRY

3 hours

Prerequisites: Chemistry 11:12, Physics 51:52, Mathematics 52.

A study of gases, kinetic theory, liquids, solids and thermodynamics. Three hours lecture each week. Taught alternate years.

COMMUNICATION

*152. PHYSICAL CHEMISTRY

3 hours

Prerequisite: Chemistry 151.

A study of electrochemistry and conductivity, reaction kinetics, molecular structure, nuclear chemistry, adsorption and colloids. Three hours lecture each week. Taught alternate years.

*153, 154. PHYSICAL CHEMISTRY LABORATORY

1,1 hours

Prerequisites: Chemistry 117, also Chemistry 151, 152 must be taken concurrently or previously. Experiments chosen to illustrate material in Chemistry 151, 152. One laboratory period each week.

172. BIOCHEMISTRY

5 hours

Prerequisite: Chemistry 113:114 or 7:8 with no grade lower than a "C".

The materials, mechanisms, and end-products of the processes of life under normal and pathological conditions are studied. Four hours lecture, three hours laboratory, each week.

190. INTRODUCTION TO RESEARCH

1 to 2 hours

Prerequisite: 20 hours of Chemistry, or permission of the instructor.

Individual research under the direction of the members of the staff. Problems are assigned according to the experience and interest of the student. Prior to registration, two semesters before graduation, students are urged to contact all chemistry staff members with respect to choice of available problems. Should be taken not later than the first semester of the senior year.

Edu. 167. SPECIAL METHODS OF TEACHING CHEMISTRY

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

COMMUNICATION

Donald Dick, William Garber, James C. Hannum,
Jerry M. Lien, Genevieve McCormick, William H. Taylor

Major: Thirty-two hours for the Bachelor of Arts degree including (a) basic requirements of Broadcasting 16, 77; Communication 101, 102; Journalism 53, 54, 165; Speech 1, 64 and (b) 12 hours in Broadcasting, Journalism, or Speech emphasis:

Broadcasting Emphasis—Broadcasting 128 and 158, plus 6 hours elected within the overall departmental offerings, 3 of which must be in Broadcasting.

Journalism Emphasis—Journalism 62, 126, and 183 plus 5 hours elected within the overall departmental offerings, 3 of which must be in Journalism.

Speech Emphasis—Speech 63, 113, and 117 or 118, plus 4 hours elected within the overall departmental offerings.

Cognate requirements include: Industrial Education 25.

Recommended courses include: English 123, Psychology 170, History 51, Geography 41, Political Science 70, 162, Library Science 53 and Art 9.

COMMUNICATION

Minor—Communication: Eighteen hours from within the departmental offerings including Speech 1, Journalism 53, Broadcasting 16, 77, Communication 101 and 102, with a minimum of six hours of upper biennium work from overall departmental offerings.

Minor—Broadcasting: Eighteen hours from within departmental offerings including Broadcasting 16, 77, 128, and Communication 101 with a minimum of six hours within the minor to be upper biennium in Broadcasting.

Minor—Journalism: Eighteen hours including Journalism 53, 54, 165, Communication 102 with a minimum of six hours in the upper biennium in Journalism.

Minor—Speech: Eighteen hours including Speech 1, 63, 64, 113, Communication 101, with a minimum of six hours in the upper biennium in Speech.

RADIO STATION

Communication students at Southern Missionary College have opportunities for realistic learning experiences in connection with the college's educational radio station, WSMC-FM.

WSMC-FM is an 80,000 watt, stereo, non-commercial educational radio station, operated by the Communication Department.

The studios of WSMC-FM are located in Lynn Wood Hall. With three control rooms, studios, record library, and offices, the station is adequate for diversified radio programming and production.

The Collins 10-kilowatt transmitter and the 200-foot tower carrying the eight bay antenna system are located on White Oak Mountain some three miles south of the campus. The range of the station signal varies from a rough circle of seventy miles to thrusts up to two hundred miles in directions particularly favorable to transmission.

Communication majors who include Broadcasting courses in their preparation are encouraged to participate in the many aspects of the total program of WSMC-FM.

COLLEGE PUBLICATIONS

The journalistic output of the Public Relations office of the college, the editing of the Associated Press teletype news service for WSMC-FM, and the Student Association publications—*Campus Accent*, *Southern Accent*, *Southern Memories*, and *Joker* all provide students with varied opportunities to put journalistic principles into practice.

INTERNSHIPS IN JOURNALISM, PUBLIC RELATIONS, AND BROADCASTING

A program of journalism and public relations internships for selected communication majors has been developed. This program (which has been approved by the General Conference of Seventh-day Adventists) calls for an internee to associate with a publishing house, a newspaper, an educational or medical institution, for an arranged

period, working directly with the institution in its editing, publishing, or public relations activities. A scholarship is provided for the internee and a proportionate amount of academic credit is available under the supervision of the Communication Department of the college in Communication 192.

A program of broadcasting internships is also available. This program calls for an internee to associate with a commercial or non-commercial broadcasting organization for an arranged period, working directly with the professional broadcasters in various phases of radio or TV station operation or production. A scholarship is provided for the internee and a proportionate amount of academic credit is available under the supervision of the Communication Department in Communication 192.

BROADCASTING

16. AUDIO CONTROL TECHNIQUES

1 hour

Operation of microphones, tape recorders, mixers, patch panels, turntables, cartridge tape recorders, etc. Meets two hours each week during the first half of each semester.

36. RADIO-TV ANNOUNCING

2 hours

Prerequisite: Permission of instructor and prior completion or concurrent registration in Broadcasting 16.

Radio and television announcing, interview techniques, preparation and delivery of newscasts. One hour lecture and three hours laboratory each week. (Laboratory may be fulfilled by on-the-air performance for those qualified.)

77. SURVEY OF RADIO-TV

3 hours

Prerequisite: Prior completion or concurrent registration in Broadcasting 16.

A survey of the radio and television media and their roles in society, with training and practice in development, writing, and production of various types of radio programs. Two hours lecture, three hours laboratory each week.

128. TELEVISION PRODUCTION

3 hours

Prerequisite: Broadcasting 16 and 77 or permission of instructor.

Camera, switcher, special effects generator, and videotape recorder operation. Elementary TV lighting, scripting, production and direction. Study of TV graphics, picture composition, and storyboard preparation. Two hours lecture and three hours laboratory each week.

158. WRITING FOR RADIO/TV/FILM

3 hours

Prerequisites: Broadcasting 16 and 77.

Fundamentals of script preparation for commercial, public service, dramatic, documentary and other formats for broadcasting and film production. This course taught in alternate years. This course may apply to the journalism emphasis.

67 or 167. FILM PRODUCTION I

2 hours

A study of filmic language and technique through viewing and critiquing of films, guided reading, and individual filming and experimentation with the super 8mm. silent format. All equipment is supplied by SMC. The student is charged a \$25 fee for film supplies.

168. FILM PRODUCTION II

2 hours

Prerequisites: Broadcasting 16, and 67 or 167, or permission of instructor.

Continuation of Film Production I with emphasis on 16mm. double system editing,

COMMUNICATION

sound track production, news filming, and technical proficiency. All equipment is supplied by SMC. The student is charged a \$25 fee for film supplies.

***178. BROADCAST PROGRAMMING AND MANAGEMENT**

3 hours

Prerequisites: Broadcasting 16 and 77 or permission of instructor.

Study of market analysis, broadcasting formats, steps in establishment of broadcast stations, and station management. This course taught in alternate years.

COMMUNICATION

101. INTRODUCTION TO COMMUNICATION THEORY

2 hours

Introducing the processes and effects of communication, this course gives attention to models of communication, to the psychology, sociology and semantics of the communication process.

102. SURVEY OF MASS COMMUNICATION

2 hours

A study of the communication process in professional journalism and in the mass communication industries of modern society, with special consideration of the Christian segment of society, both as consumers and dispensers of information.

192. SPECIAL PROJECTS IN COMMUNICATION

1-2 hours

Prerequisites: Basic courses and written approval of chairman of the department.

Special projects in various aspects of communication. Proposals should be submitted to the chairman of the department for approval before registering. Course may be repeated. Up to four hours may apply on a Communication major or minor. Special project may include among other options an internship in public relations, journalism, or broadcasting areas.

JOURNALISM**

53. NEWS REPORTING

3 hours

Prerequisite: English 1-2.

Practice in newswriting and general reporting of church, school and community affairs for the public press. Study is given to the duties of the reporter in newsgathering and to his relationship to editorial requirements. Offered each semester.

54. NEWS EDITING

2 hours

Prerequisite: Journalism 53.

Instruction is given in copyediting, headline writing, layout, and other editorial responsibilities through the various phases of newspaper production from copy to final print form. One lecture, three hours lab per week. Offered each semester.

62. PHOTOGRAPHY IN COMMUNICATION

3 hours

Introduction to photography. Experience in taking, developing, and printing pictures and preparing them for submission to editors. Two hours lecture, three hours laboratory each week.

126. ARTICLE WRITING

3 hours

Prerequisite: English 1-2.

Preparation and marketing of feature articles for newspapers and magazines; market analysis; writing for specialized markets. This course taught in alternate years.

**As a prerequisite to all Journalism courses except Journalism 62 it is necessary that the student have a competency in typewriting adequate to the demands of the course. The instructor in the course will indicate the level of these requirements. If a student has not had adequate typewriting instruction, he will be required to enroll in the Beginning Typewriting course in the Office Administration Department.

COMMUNICATION

157. EDITING AND PRODUCTION OF PUBLICATIONS

3 hours

Prerequisite: Industrial Education 25.

Editorial techniques and problems from the arrival of the manuscript in the editor's office until the publication reaches the reader. Relationships with authors, manuscript handling, payment, layout and illustrations; relationships with art, composing, proofreading, and press rooms; circulation and distribution problems as they affect the editor. This course is taught in alternate years.

*165. PUBLIC RELATIONS

3 hours

Designed to give professional competence in the theory and practice of public relations, the course is a study of the plans and methods of disseminating news from business establishments and from institutions through all the media of communication. This course taught in alternate years.

*166. PUBLIC RELATIONS CAMPAIGNS

3 hours

A study of successful public relations campaigns, analyzing plans, methods, and materials used. Emphasis is put on development programs for all types of institutions. This course taught in alternate years.

183. READINGS IN THE HISTORY OF JOURNALISM

1 hour

Readings selected by the student under the direction of the instructor from the history of journalism as well as current periodicals.

SPEECH

1. INTRODUCTION TO PUBLIC SPEAKING

2 hours

Establishment of a basic approach to speech, an elementary survey of the area, and an opportunity to develop speaking ability in various speech situations.

2. INTERPERSONAL COMMUNICATION

2 hours

Focuses upon human interaction, one-to-one communication rather than platform speaking. This course is designed to enable students to develop through the process of experiencing rewarding interpersonal relationships through theory and practice.

63. VOICE AND DICTION

2 hours

An introductory study of the speech mechanism and the improvement of its functioning, with special attention to individual problems.

64. ORAL INTERPRETATION

2 hours

Theory and practice in the art of conveying to others the full meaning of selected readings in literature.

113. PERSUASION

3 hours

Prerequisites: Speech 1 and Communication 101, or permission of instructor.

A study and development of the art of discovering all the available means of persuasion in a variety of communication situations, both religious and secular.

117. DISCUSSION AND LEADERSHIP

3 hours

Prerequisites: Speech 1 and Communication 101, or permission of instructor.

Analysis of the role and types of discussion used in solving problems and gathering information, along with a study of the dimensions of leadership and the basic principles of parliamentary procedure. Emphasis given to the practical application of discussion and leadership skills essential for modern society and the church. This course taught in alternate years.

118. ARGUMENTATION AND DEBATE

3 hours

Prerequisites: Speech 1 and Communication 101, or permission of instructor.

Introduction to basic forms of logic and argument together with opportunity to apply the principles of argumentation in the debate situation. Emphasis on construction and delivery of clear, well-supported argument.

EDUCATION

Stuart Berkeley, M. D. Campbell, Thelma Cushman, Cecil Davis,
Charles Davis, Robert Francis, Robert Garren, Floyd Greenleaf,
Kenneth Kennedy, Delmar Lovejoy, Wilma McClarty, Robert Morrison,
LaVeta Payne, Norman Peek, Marvin Robertson, Mildred Spears,
Richard Stanley, Drew Turlington.

SUPERVISORY INSTRUCTORS—SECONDARY

Ronald Barrow	Orlo Gilbert
Roy Battle	Robert Greve
William Cemer	David Knecht
Glenda Clark	Harold Kuebler
Don Crook	Roger Miller
Sylvia Crook	Charles Read
Robert Davidson	Charles Rennard
Joyce Dick	Charles Robertson
Rose Fuller	Charles Swinson

SUPERVISORY INSTRUCTORS—ELEMENTARY

Weston Babbitt	Geraldine Miller
Richard Christoph	Elaine Robinson
Calvin Fox	Thyra Sloan
Frances Fox	Jeanine Siebenlist
June Gorman	Barbara Stanaway
Margaret Halverson	Gordon Swanson
Howard Kennedy	Dianne Tennant
Jerry Linderman	

The Department of Education offers courses leading to the Bachelor of Science in Elementary Education with an optional endorsement for kindergarten teaching.

Furthermore, in cooperation with other departments, the following secondary certification programs are available: Art, Bible, Business (Office Administration), English, Foreign Languages, Health and Physical Education, History, Home Economics, Industrial Arts, Mathematics, Music and Science (Biology, Chemistry and Physics).

Tennessee endorsement for School Librarian is available to all certified teachers.

ACCREDITATION

SMC's programs in Teacher Education are approved by the Tennessee State Board of Education, Department of Education of the General Conference of Seventh-day Adventists, The American Association of Colleges for Teacher Education, and by the National Council for Accreditation of Teacher Education (NCATE).

SMC's Teacher Education programs prepare the individual for certification to teach in North American Adventist schools and public schools. Each student will be responsible to determine the additional courses that may be required for certification in any state not on the NCATE ap-

proved list. This information can be obtained at the Office of Admissions and Records or the Department of Education.

Application for state and denominational certification is made through the Assistant Director of Admissions and Records.

DEPARTMENTAL AIMS

Courses in education are offered to provide the necessary professional preparation to meet certification requirements for public and church related elementary and secondary school teaching, to afford a general understanding of the school as a social institution for those entering services other than teaching, and to serve as prerequisites to graduate programs.

PROGRAMS AND ADMISSION PROCEDURES

The teacher education programs are founded upon a liberal arts demand for breadth and depth of knowledge and experience, and on the idea that a teacher should be a good example in health, intellect, and character.

A student who wishes to be admitted to the teacher education program must file a formal application with the Department of Education prior to the end of his sophomore year. Upper class transfer students must file application the first semester in residence. The applicant must show a 2.0 average for all courses taken during the first two years, demonstrate competence in basic English communication skills, and show evidence of physical, moral, and mental fitness, emotional maturity, and professional commitment.

The Teacher Education Council will admit competent individuals to take professional courses in education, and recommend them for certification and graduation. Professional education courses include all courses listed under Education and the following from the area of Behavioral Science: Psychology 54, 55, 180, 182, 186.

The criteria for admission to teacher education, outlines of teaching majors in secondary education and policies and procedures related to student teaching, may be obtained from the Department of Education.

Elementary majors and candidates for secondary certification are required to attend three approved professional meetings each semester. Failure to meet this requirement will result in probationary status in the Department.

Students taking the teacher education curriculum are affiliated with the E. G. White Education Club.

The Department will endeavor to provide the opportunity for elementary and secondary student teachers to teach in off-campus student teaching centers.

THE PROFESSIONAL SEMESTER

The elementary and secondary education student should reserve one semester in his senior year for student teaching and other professional education courses. Students engaged in the professional semester should

EDUCATION

not plan to take additional course work. An application for admission into student teaching must be filed with the Department of Education at the beginning of the semester prior to the professional semester.

Elementary Education

Ed. 163 A&B Materials and Methods	6 sem. hrs.
Ed. 191 Social Foundations of American Education	2 sem. hrs.
Ed. 171 Student Teaching	8 sem. hrs.
Total	16 sem. hrs.

Secondary Education

Ed. 166 Curriculum and General Methods	3 sem. hrs.
Ed. 167 Special Methods 7-12	2 sem. hrs.

First Semester:

Art
History
Home Economics
Modern Language
Music
Office Administration
Physical Education

Second Semester:

Bible
English
Industrial Education
Math
*Science

Ed. 173 Student Teaching	6 sem. hrs.
Ed. 151 Psychology of Learning and the Learner	3 sem. hrs.
Ed. 191 Social Foundations of American Education	2 sem. hrs.
Total	16 sem. hrs.

MAJOR—ELEMENTARY EDUCATION; Bachelor of Science.

A. Professional Core Requirement: Thirty-five hours including Education courses 5, 45, 58, 65, 125, 138, 151, 163 A&B, 171, 191. Required cognates: Behavioral Science 1 and 20.

B. Subject Matter Requirements:

1. The Elementary Education student may elect to take a composite major consisting of a minimum of 15 hours in each of four teaching fields; or,
2. The Elementary Education student may elect to take a major and a minor in teaching fields represented in the elementary school curriculum. He should enlist the assistance of the chairman of the Department of Education early in his freshman year to work out his program of studies.

C. General Education Requirements: The following requirements apply only to students pursuing a B.S. degree in Elementary Education:

Humanities, 50	4 hours
Language Arts (including English 1:2, Library Science 105, Literature, Speech 4 semester hours—Speech 63, and 64 recommended)	16 hours

EDUCATION

Mathematics (including Math 61 plus 3 additional hours)	6 hours
Science (Natural & Physical Science; 6 hours lab science represented):	
Biology, Chemistry 5, & Physics 1 recommended	12 hours
Physical Education (including 22 [or a current Advanced Red Cross First Aid Certificate], 53, 152, two semester hours of activity courses, Sociology 52)	12 hours
Religion (including 50 and 10, 14 or 19)	12 hours
Social Science (including History 41; 53, 54; or 148 and 154)	12 hours

D. Grade Point Average: An overall grade point average of 2.00 is required, with a 2.25 grade point average in the professional core subjects and teaching fields before the professional semester.

E. Endorsements—Elementary Education Majors:

Kindergarten: Students desiring a kindergarten endorsement must include in their program of studies Education 73 and 172. Behavioral Science 54 is highly recommended.

F. Endorsements—Elementary and Secondary Teachers:

School Librarian: Students certifying in elementary or secondary education may receive the School Librarian Tennessee endorsement by including in their program of studies 18 hours of Library Science: 53, 54, 75, 105, 106, 156, and Education 138.

MAJOR—EARLY CHILDHOOD EDUCATION: Bachelor of Science

The program is designed to prepare teachers and other professional personnel for elementary, kindergarten and nursery schools. In addition to the broad spectrum of courses in general education, child development, nutrition, methodology, and fine arts, the student receives extensive practical training in primary and kindergarten classrooms, nursery schools and day care centers. Upon completion of the requirements for this degree, the graduate will qualify for certification in elementary education (K-9) with the added endorsement in early childhood education. This degree meets State, NCATE and General Conference certification requirements.

Although the Department of Education is responsible for the organization and administration of the degree program, it is an interdisciplinary major. The Departments of Behavioral Science, Home Economics and Education are each contributing to the program through course offerings and expertise.

A. Professional Core Requirements: Thirty-nine hours including Education courses 5, 45, 71, 73, 75, 79, 125, 151, 163, 171 (5 hours), 172 (3 hours), 191; and Behavioral Science 54.

B. Subject Matter Requirements: The Early Childhood Education

EDUCATION

student will take a composite major consisting of 15 hours in each of four teaching fields. It is recommended that the student take mathematics and science, language arts and choose two others from the general education areas described below.

C. General Education Requirements: The following requirements apply only to students pursuing a B.S. degree in Early Childhood Education.

Applied and Fine Arts (including Education 58 and 65)	8 hours
Language Arts (including English 1:2; Library Science 105, and four hours of Speech)	15 hours
Mathematics (including course 61)	6 hours
Science (Natural & Physical Science: 6 hours lab science represented. Home Economics 2 and 4r required; Biology, Chemistry 5 and Physics 1 recommended)	12 hours
Physical Education (including courses 22 [or current advanced Red Cross First Aid Certificate], 53, 152; Behavioral Science 52, Home Economics 22 and two hours of P.E. activity courses)	12 hours
Religion (including courses 50 and 10, 14 or 19)	12 hours
Social Science (including History 41, Behavioral Science 1, History 53, 54; or 148 and 154)	12 hours

ASSOCIATE OF SCIENCE DEGREE IN PRESCHOOL EDUCATION

This two-year curriculum is designed to prepare personnel for nursery schools and day care centers and teacher assistants for kindergarten and primary classrooms. While it represents the work of the Departments of Education, Home Economics and Behavioral Science, it is administered by the Department of Education.

Course Requirements:

Major:	27 hours
Ed. 5 Introduction to Education	2 hours
Ed. 45 Principles and Organization of Education	3 hours
Ed. 58 Art in the Elementary School	3 hours
Ed. 65 Elementary School Music	3 hours
Ed. 71 Early Childhood Education	2 hours
Ed. 73 Kindergarten and Nursery School Methods	4 hours
Ed. 75 Nursery School Teaching	2 hours
Ed. 79 Management of Early Childhood Programs	2 hours
BHSC 54 Developmental Psychology	2 hours
HMEC 2 Nutrition	2 hours
Elective	2 hours

EDUCATION

General Education:	25 hours
Eng. 1-2 Freshman Composition	6 hours
HLPE 53 Health and Life	2 hours
HLPE Activity Course	1 hour
HLPE 22 Safety Education or Equivalent	2 hours
Rel. Religion Electives	6 hours
Bio. Elective	3 hours
BHSC 1 General Psychology	3 hours
BHSC 52 Marriage and the Family	2 hours
Electives:	12 hours
Total	64 hours

Students who plan to take the B.S. in Early Childhood Education at a later date should select all electives from requirements in the B.S. program.

SECONDARY EDUCATION

A student wishing to prepare for certification in secondary education should apply for admission through the Department of Education prior to the end of the sophomore year.

In the first semester of the junior year or at the time of admission into the department, and in consultation with his major professor and the chairman of the Department of Education, the student will work out a program of studies leading to a degree and meeting certification requirements. Two approved teaching fields, a major and a minor, are recommended. Program forms may be obtained from the Department of Education.

The following professional courses are required: Psychology of Learning and the Learner, 151; Principles and Organization of Education, 45; Social Foundations of American Education, 191; Curriculum and General Methods, Grades 7-12, 166; Special Methods of Teaching, Grades 7-12, 167; Student Teaching, Grades 7-12, 173.

Required cognate: Behavioral Science, 1. Recommended cognate: Behavioral Science, 20.

In addition to the above courses two hours of electives are required. Recommended electives are Corrective Reading, 130; Flexible Schooling, 150; Administrative and Personnel Work of Deans, 162, Directed Study, 193; Behavioral Science, 180, 182 and 186. In selecting courses to meet SMC's general education requirements, the student shall choose two of the following arrangements: (a) two fields in social science; (b) two additional semester hours in home and family living; (c) Mathematics 5.

COURSES IN EDUCATION

5. INTRODUCTION TO TEACHING

2 hours

The student is given an opportunity to become acquainted with the needed personal and professional traits, duties, and responsibilities of the teacher. Observation and participation in classrooms at all grade levels. Two class periods per week plus special assignments.

EDUCATION

45. PRINCIPLES AND ORGANIZATION OF EDUCATION

3 hours

This course gives an overview of the principles, purposes and organization of education. Emphasis is placed on the relationship of the student, parent, teacher, administrator and community in the development and operation of the school program.

49. CADET TEACHING

2 hours

Prerequisite: Must be a sophomore or upper division student, and have completed Education 5.

This directed teaching experience provides an early opportunity for the prospective teacher to test his vocational decision in a real classroom. It also provides a practical basis for later methods and psychology courses. It does not apply toward the senior student teaching experience. Admission by approved application.

58. ART IN THE ELEMENTARY SCHOOL

3 hours

Exploratory activities designed to acquaint the students with materials, methods, and procedures for the teaching of art on the various instructional levels. A brief study of the basic principles of art and art appreciation is included. Observation and participation in the art activities of the elementary school will be scheduled.

65. ELEMENTARY SCHOOL MUSIC

3 hours

A course designed to prepare teachers to direct the music activities in the elementary school. The content includes fundamentals, appreciation, singing, playing, and rhythmic activities. Observation and participation in the music program of the elementary school is required. Two hours lecture and three hours laboratory work per week.

71. EARLY CHILDHOOD EDUCATION

2 hours

An examination and evaluation of historical and contemporary theories and curricula in kindergarten and early childhood education in terms of their philosophical and psychological assumptions and contributions to child development leading to the growth of a personal philosophy of education of the pre-school child. Participation in pre-school programs arranged.

73. KINDERGARTEN AND NURSERY SCHOOL METHODS

4 hours

Application of the principle of child development and learning in the design of the early learning environment. Selection of appropriate materials and creative activities in Art, Bible, Language, Literature, Music and Nature which encourage harmonious physical, mental, social and emotional development. The design and implementation of strategies for parent involvement. A study of the teacher's responsibility in the guidance of children in cooperation with parents. Regular observation and participation in organized programs for young children is required.

75. NURSERY SCHOOL TEACHING

2 hours

Prerequisites: Education 71 and 73.

The student will work in an approved early childhood center for 60 hours, part of which the student will be in complete charge of the program.

79. MANAGEMENT OF EARLY CHILDHOOD PROGRAMS

2 hours

Prerequisites: Education 75 and 172.

Planning and management strategies in the operation of private or public kindergarten nursery, and day care centers: housing, food, personnel, legal requirements, program development, professional standards, etc.

125. TEACHING OF READING

3 hours

A study is made of the materials and methods used in teaching reading in the elementary grades. Two hours lecture and discussion, three hours laboratory work each week.

EDUCATION

130. CORRECTIVE READING

2-3 hours

Diagnostic techniques and materials and methods for individual and group instruction for elementary and secondary classroom teachers.

138. AUDIO-VISUAL EDUCATION

2 hours

A laboratory course in the selection, operation and use of audio-visual equipment and materials. Preparation of transparencies, flat pictures, graphics and audio materials will be required. One hour lecture and three hours laboratory per week.

150. FLEXIBLE SCHOOLING

2 hours

A study of philosophy, organization, methods, materials and evaluation techniques for individualizing instruction. Attention will be given to current trends and concepts in education, such as programmed learning, continuous progress, team teaching, open classroom and the British primary school. Limited to experienced teachers or to pre-service teachers by permission of instructor.

151. PSYCHOLOGY OF LEARNING AND THE LEARNER

3 hours

Prerequisite: General Psychology.

Learning principles as related to development and teaching; measurement and evaluation; construction and evaluation of formal and informal tests.

162. ADMINISTRATIVE AND PERSONNEL WORK OF DEANS

2 hours

A basic professional course in the administration of the school home. (Offered on demand.)

163 A & B. MATERIALS AND METHODS OF TEACHING IN THE ELEMENTARY SCHOOL

6 hours

Prerequisite: Admission to Teacher Education.

This course is designed to meet the students' needs in general methods in the teaching of Bible, Social Science, English, Mathematics and Science. The course will be offered the first half of each semester, ten periods each week plus four periods of lab work. Directed observation in selected schools and attendance at the East Tennessee Education Association or Georgia Teacher Education Association meeting and selected local professional meetings are considered a part of this course.

166. CURRICULUM AND GENERAL METHODS, GRADES 7-12

3 hours

Prerequisite: Admission to Teacher Education

This course will include the secondary curriculum content—factors that influence change, the most important current practices, and critical curriculum issues facing educators today. It will provide general knowledge of current teaching methods, strategies of learning, and evaluation procedures.

167. SPECIAL METHODS OF TEACHING, GRADES 7-12

2 hours

Prerequisite: Admission to Teacher Education.

The areas which offer Methods courses are: (A) Art, (B) Bible, (C) Business (Office Administration), (D) English, (E) Foreign Language, (F) Health and Physical Education, (G) History, (H) Home Economics (I) Industrial Arts, (J) Mathematics, (K) Music, (L) Science (Biology, Chemistry and Physics). Course Edu. 166 and Edu. 167 shall consist of a block and will be taken the same semester.

The course will be offered the first half of that semester designated by the student's major department. The class will meet four class periods per week. Among the student's responsibilities will be the collection and organization of a file of teaching materials, the preparation of lesson plans and evaluation of textbooks.

EDUCATION

171. STUDENT TEACHING, 1-9

8 hours

Prerequisite: Admission to Teacher Education, Edu. 151 and 163 A & B.

This course is offered each semester and is available during the summer term to teachers with previous experience. The student will be assigned a half-day each week of classroom observation and participation the first half of the semester.

The second half of the semester will be used for full-time student teaching in on-campus or selected off-campus elementary schools. Group conferences of two periods each week will be scheduled. A minimum of two hours credit must be earned in residence.

Student teachers are expected to provide their own transportation to their teaching centers and to follow the school calendars where they are assigned.

172. STUDENT TEACHING, KINDERGARTEN

2-4 hours

Prerequisites: Admission to Teacher Education, Education 73, 151 and 163 A & B.

This course is offered each semester and is available during the summer term to teachers with previous experience if suitable classes can be found. For other conditions, see Education 171.

173. STUDENT TEACHING, GRADES 7-12

6 hours

Prerequisite: Admission to Teacher Education, Edu. 151, 166 and 167.

Music majors must have completed Music 181.

This course is offered each semester and the summer session in selected areas. The student teachers will be assigned to the cooperating teacher at the beginning of the semester, and will be expected to spend a minimum of three hours per week in observation and participation. These hours will count toward the required student teaching allotment. One half semester of full time (a minimum of four class periods per day) of directed observation, participation and full-day classroom teaching is required in on-campus or selected off-campus secondary schools. Conferences of two class periods *each week* will be scheduled.

A minimum of two hours credit must be earned in residence by degree candidates. Student teachers are expected to provide their own transportation to their teaching centers and to follow the school calendars where they are assigned.

174. SECONDARY SCHOOL HOMES PRACTICUM

2 hours

Prerequisite: Education 162.

This course is designed to provide resident experience in secondary school home administration under the supervision of a successful dean. Usually taken concurrently with Student Teaching. Not offered in the summer.

191. SOCIAL FOUNDATIONS OF AMERICAN EDUCATION

2 hours

Prerequisite: General Sociology highly recommended.

An examination of past and contemporary philosophical and sociological factors in American education. Consideration will be given to contemporary cultural and social forces which deprive students of their opportunity for successful classroom learning.

193. DIRECTED STUDY

1-2 hours

This course permits the advanced student with adequate preparation to pursue independent study in special fields.

197. WORKSHOP IN ELEMENTARY EDUCATION

1-2 hours

Preservice and experienced teachers are given opportunity to work under supervision on curriculum problems. Curricular areas are designated as follows: A - Art, B - Bible, E - English, K - Kindergarten, M - Mathematics, Ms - Music, R - Reading, S - Science, SS - Social Studies.

ENGLISH LANGUAGE AND LITERATURE

ENGLISH LANGUAGE AND LITERATURE

Wilma McClarty, Sue Baker, Ann Clark,
Bruce Gerhart, Minon Hamm, Barbara Ruf

Major: Thirty hours, excluding College Composition, including courses 83; six hours from 51, 109, 110; 123; 127; 131; plus three of the following: 141, 143, 149, 155. Required cognate: History 151.

Students anticipating secondary teaching should meet state certification requirements (see Secondary Program under EDUCATION), should consider taking a minor in Fields Related to English Education, and should obtain experience working on the *Southern Accent* staff, *Southern Memories* staff, and/or a programs committee of one of the student organizations.

Minor: Eighteen hours, excluding College Composition, including courses 83 or 131; 51 or 110; 123; plus two of the following: 141, 143, 149, 155.

Minor in Fields Related to English Education (Available only to English Majors): Eighteen hours including Library Science 53; History 151, Speech 1, 64; Journalism 53; and five (two upper division) hours from the following electives: Psychology 1; Typing 13, 14, or 15; Education 130; any Communications course; any Library Science course.

03. PROGRAMMED ENGLISH

No Credit

Students whose scores on English placement tests indicate a need for reinforcement in mechanics and structure are advised to register for this lab and College Composition concurrently. Since this material is carefully programmed, the student, progressing at his own rate, may complete the course early in the semester by achieving scores of 85 percent or better in all units. This lab course will comprise two hours of the student's registered class load.

1:2. COLLEGE COMPOSITION

3,3 hours

A two-semester, *sequential* course focusing strongly on composition. The primary purpose of the course is to help the student become a better writer, and the activities of the course are designed to contribute to this purpose. In College Composition 1, emphasis is placed on personal and narrative writing. In College Composition 2, focus is on exposition, including a study of language and its relation to composition. Poetry will be employed as a subject for writing.

41. LITERATURE AND LIFE

3 hours

Prerequisite: College Composition 2.

A thematic approach to the study and appreciation of literature, including the study of literary types and terms.

51. SURVEY OF AMERICAN LITERATURE

3 hours

Prerequisite: College Composition 2.

A study of representative selections from major American authors, colonial through modern, with emphasis on ideas, attitudes, and trends having individual, national and universal interest.

61. SURVEY OF ENGLISH LITERATURE

3 hours

Prerequisite: College Composition 2.

A study of representative selections by British writers, with special emphasis on the author and his philosophy, and a review of literary trends and influences from ancient times to the present.

ENGLISH LANGUAGE AND LITERATURE

65. MASTERPIECES OF LITERATURE

3 hours

Prerequisite: College Composition 2.

A genre approach to the study and appreciation of selected English and American works, with special emphasis on the critical qualities that distinguish such basic literary types as the essay, the short story, the drama, the poem, etc.

83. ADVANCED GRAMMAR

3 hours

A detailed survey of descriptive grammar as it pertains to parts of speech, sentence construction, syntax, and punctuation. Designed to aid any student who wishes to strengthen his skill in grammar analysis, it is also especially helpful for prospective teachers and writers.

101. WORLD LITERATURE

3 hours

Prerequisite: Humanities or permission of instructor.

A study of major world masterpieces in translation, from Homer through the Renaissance. Special focus on development of genres, tracing growth of the epic from the Greek and Roman masterpieces through medieval and Renaissance examples; development of drama from Greece's golden age to the golden age of Spain. Other major genres include lyric poetry, satire, essay, medieval romance, and Renaissance narrative. Works written originally in English will not be included. This course may be taught only alternate years. Students desiring a complete sequence in world literature may follow this course with Modern Language 102.

109. AMERICAN COLONIAL AND EARLY NATIONAL LITERATURE

3 hours

A reasonably comprehensive, chronological study of the works of major American writers from the Colonial period through the early Romantic period. This course may be taught only alternate years.

110. NINETEENTH AND TWENTIETH CENTURY AMERICAN LITERATURE

3 hours

A continuation of English 109, from the mid-nineteenth century through some of the more recent writers. This course may be taught only alternate years.

123. CREATIVE WRITING

3 hours

Prerequisite: Three hours of Literature or permission of instructor.

A study of the principles, techniques, and types of personalized writing, providing the student with opportunity to develop his own style and to find possible markets for his manuscripts that may be worthy of publication.

127. BIBLICAL LITERATURE

3 hours

A study of the Bible's literary masterpieces, using the book of Job as an introduction to Biblical genres. Types included are Hebrew poetry, drama, epic and pastoral narrative, verse epic, wisdom literature, parable, prophetic rhapsody, epistle. Also a brief tracing of Biblical influence on secular literature. This course may be taught only alternate years.

131. INTRODUCTION TO LINGUISTICS

3 hours

Prerequisite: College Composition 2.

Purposes to give the student a background in history of the English language; to acquaint him with the various fields, aspects, and branches of linguistics; to equip him with a working knowledge of structural linguistics' four principal branches—phonetics, phonemics, morphemics, and grammar; and to relate these learnings to the teaching of contemporary English. Open to sophomore and upper division students. This course may be taught only alternate years.

141. MEDIEVAL AND RENAISSANCE LITERATURE

3 hours

From Chaucer through Shakespeare, the men and their times. Readings in *Canterbury Tales*, Middle English romance, allegory, play, and meditation in translation;

HEALTH, PHYSICAL EDUCATION AND RECREATION

in Sixteenth Century prose, Elizabethan poetry and dramatic literature, with study of genre, conventions, trends. Specific attention to moral and religious issues. This course may be taught only alternate years.

143. RESTORATION AND EIGHTEENTH CENTURY LITERATURE 3 hours

English life and letters in ferment, from Donne through the Enlightenment and decline of Neo-classicism: Milton, Dryden, Swift, Pope, Johnson. Special attention to moral and religious issues, trends. This course may be taught only alternate years.

149. NINETEENTH CENTURY BRITISH LITERATURE 3 hours

A study of British writers from the Romantic and/or Victorian periods (1785-1901), with special emphasis upon Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Scott, Tennyson, Dickens, Arnold, Browning, Carlyle, Kipling, George Eliot. This course may be taught only alternate years.

155. TWENTIETH CENTURY WRITERS 3 hours

A study of major prose and/or poetry of the present century. Focus will be on American and/or British works, but world literature in translation may be included. This course may be taught only alternate years.

161. INDEPENDENT STUDY 1 or 2 hours

The content of this course will be adjusted to meet the particular needs of the student. Open only to English majors or minors with the approval of the department head.

Edu. 167. SPECIAL METHODS OF TEACHING ENGLISH 2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances; the survey and evaluation of textbooks is also included. This course is taught each spring semester only.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Delmar Lovejoy, Jacque Casebeer, Donald Moon, Nelson Thomas

The courses in health, physical education and recreation propose to acquaint students with principles of healthful living, to help each student develop physical efficiency through participation in supervised activity, to develop wholesome recreational habits by helping the student acquire interest, knowledge and skills in several recreational activities and to contribute to those students choosing a career in health, physical education and recreation.

Major in Health, Physical Education and Recreation; Bachelor of Science: Thirty-six hours including courses 98, 99; 160, 161, 175, and 176, excluding 22. Required cognates: Biology 11, 12 or equivalent.

All general education requirements apply to students pursuing this program except the language requirement. All students must pass a proficiency test in four of five team activities, and four of the six individual activities. An acceptable level of proficiency will be required in the remaining activities. Students failing to demonstrate satisfactory performance will be required to make up deficiencies in the general activity classes.

HEALTH, PHYSICAL EDUCATION AND RECREATION

No more than four hours of activity courses may apply on the major. Intramural participation is recommended.

Majors training for teaching positions must meet the NCATE certification requirements set forth by the Education Department.

Minor in Health, Physical Education, and Recreation: Eighteen hours including 98, 99 and 176.

Students must pass a proficiency test in three of the five team activities and three of the six individual activities. An acceptable level of proficiency in the remaining team and individual activities will be required. Students failing to demonstrate satisfactory performance will be required to make up deficiencies in the general activity classes.

ACTIVITY COURSES

- | | |
|---|-------------------|
| 11. SOCCER AND VOLLEYBALL | 1 hour |
| 13. BASKETBALL AND SOFTBALL | 1 hour |
| 52. ARCHERY, PADDLEBALL, AND HANDBALL | 1 hour |
| 54. BADMINTON AND TENNIS | 1 hour |
| 55. TRACK AND FIELD | 1 hour |
| 56. GOLF | 1 hour |
| 57. TUMBLING | 1 hour |
| 58. ELEMENTARY APPARATUS | 1 hour |
| Basic skills emphasized on trampoline, P-bars, rings, unevens, and balance beam. | |
| 59, 60. TUMBLING TEAM | 1, 1 hours |
| Admission to P.E. 59 or 60 will be based on satisfactory performance of try-out requirements for team membership. | |
| 61r. BEGINNING SWIMMING | 1 hour |
| For the novice, both beginning and intermediate swimming skills will be included. | |
| 62. ADVANCED SWIMMING | 1 hour |
| A review of swimming strokes and conditioning. | |
| 63. LIFESAVING | 1 hour |
| Prerequisite: P.E. 62 or equivalent. | |
| Leads to Red Cross Senior Life Saving certification. | |
| 125. WATER SAFETY INSTRUCTOR | 1 hour |
| Prerequisite: P.E. 63 or equivalent. | |
| Leads to Red Cross Instructor certification. | |

THEORY COURSES

HEALTH

- | | |
|---|----------------|
| 22. SAFETY EDUCATION | 2 hours |
| The nature and causes of accidents, safety measures for the prevention of common accidents of the home, school, industry, transportation, and recreation. The standard and advanced Red Cross Certificates will be issued to those completing the required work in first aid. | |

HEALTH, PHYSICAL EDUCATION & RECREATION

53. HEALTH AND LIFE

2 hours

A study of physiology, mental health, diet and health, and other subjects vital to healthful living, with special emphasis given to denominational health standards as revealed by Ellen G. White and by scientific research today. Not open to nursing students.

153. HEALTH EDUCATION

2 hours

A study of the theoretical and scientific basis of health education with emphasis on the development and organization of the school health instruction program. Taught in alternate years.

160. KINESIOLOGY

4 hours

Prerequisite: Biology 11, 12 or equivalent.

A study of joints and muscular structure and their relation to physical exercise.

161. PHYSIOLOGY OF EXERCISE

4 hours

Prerequisite: Biology 11, 12 or equivalent.

A nonlaboratory course emphasizing the physiological effects of muscular exercise, physical conditioning, and training. Significance of these effects for health and for performance in activity programs.

164. CARE AND PREVENTION OF ATHLETIC INJURIES

2 hours

Prerequisite: Physical Education 160.

The study of treatment and prevention of athletic injuries. Taught in alternate years.

PHYSICAL EDUCATION

35. INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION

3 hours

A study into the aspect of physical education as a career, its relationship to related fields of education, general principles and philosophies, historical background, and professional preparation.

152. PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL

2 hours

This course is designed primarily for elementary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing and rhythmic activities, and safety measures. Observation and teaching of elementary school children will be scheduled.

Edu. 167. SPECIAL METHODS OF TEACHING HEALTH & P.E.

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to Methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

*170. HISTORY AND PHILOSOPHY OF PHYSICAL EDUCATION

2 hours

A study of the background of physical education. Taught in alternate years.

175. AN INTRODUCTION TO MEASUREMENTS AND RESEARCH OF PHYSICAL EDUCATION

3 hours

A survey of tests used in Physical Education and an introduction to statistical procedures for assaying data and how it may be applied to research.

176. PRINCIPLES AND ADMINISTRATION OF PHYSICAL EDUCATION AND RECREATION

3 hours

An integrated study of the principles and administrative concepts of Physical Education and Recreation.

HISTORY—POLITICAL SCIENCE

193. PROBLEMS IN PHYSICAL EDUCATION

1-3 hours

An introduction to research and discussion on problem areas in the discipline. Limited to Physical Education majors.

RECREATION

50. CAMP EDUCATION

2 hours

A course designed to promote outdoor recreation and provide experience for those who are interested in Pathfinder summer-camp work. A weekend campout is included as part of the course.

70. RECREATIONAL LEADERSHIP

2 hours

A study of recreation in American life; its philosophy, leadership, organization, and program. The emphasis of this course is to familiarize students with all aspects of recreation as they apply to contemporary life.

98, 99. OFFICIATING SPORTS ANALYSIS

2,2 hours

An introduction to administration of and participation in organization of officiating in recreational activities.

HISTORY—POLITICAL SCIENCE

Floyd Greenleaf, Jerome Clark, William Wohlers

Commonly understood, history is the study of mankind — relationships among people, their accomplishments, institutions they have devised and explanations they have offered to answer the “why” of their existence. While not overlooking these matters, history courses at Southern Missionary College include an added dimension, that of divine influence upon the human experience. This is intended to make students conscious of God’s ultimate control of the universe and His concern for them as individuals in the human family. Within this concept a knowledge of the past provides a meaningful understanding of the present and a hope for the future.

Major: Thirty hours including courses 1, 2; 53, 54; 183. At least two courses are to be taken in each of the following areas as selected in counsel with a member of the History Department:

Area I: American History 145, 148, 149, 154, 185r, Political Science 70.

Area II: European History 110, 112, 132, 151, 160, 185, Political Science 162.

Economics 71, 72 is to be taken as a cognate requirement.

Minor: Eighteen hours including 1, 2; 53, 54 and six hours of upper biennium courses in History or Political Science to be chosen in counsel with a member of the History Department. Those wishing to certify for teaching History must take all eighteen hours in History.

1, 2. SURVEY OF CIVILIZATION

3,3 hours

An introductory consideration of the ancient, classical and medieval contributions to our own civilization and a consideration of modern and current developments.

HISTORY — POLITICAL SCIENCE

- *51. CURRENT AFFAIRS** 2 hours
A course in current political developments of significance both domestic and international. Newspapers and current periodicals are used as materials.
- 53, 54. AMERICAN HISTORY AND INSTITUTIONS** 3,3 hours
A study of the regional and national development of the American people, including their politics, government, and social institutions reaching to the present time.
- 110. MEDIEVAL EUROPE** 3 hours
European History from 500-1200 A.D. This course is taught in alternate years.
- 112. RENAISSANCE AND REFORMATION** 3 hours
An analysis of the revival of learning, from medieval to modern conditions, and of the causes, substance, and effects of the Reformation and Counter Reformation.
- 132. ANCIENT WORLD** 3 hours
A study of the nations of antiquity especially Israel, Assyria, Babylonia, Egypt, Medo-Persia and the classical nations Greece and Rome, concentrating on the institutions and contributions to civilization of each.
- 145. HISTORY OF LATIN AMERICA** 3 hours
A survey of the colonial period, and a careful analysis of the political, economic, social, religious, and cultural development of the Latin-American Republics, and their present relation to world affairs.
- 148. HISTORY OF THE SOUTH** 3 hours
A study of the Old South from the discovery through the war between the states, the reconstruction and the subsequent developments and recent changes, including the current scene.
- 149. HISTORY OF AMERICAN MINORITIES** 3 hours
A study of American minorities with particular emphasis on their history, problems, and relationship to American life.
- 151. ENGLISH HISTORY** 4 hours
An analysis of the political, social, economic, religious and cultural development of Great Britain and its contributions to the world, especially in constitutional and democratic institutions.
- 154. MODERN AMERICA** 3 hours
A study of American History from 1900 on with special examination of changes in American life brought about by the Progressive era, normalcy, the depression, the New Deal, and the role of the United States in world affairs.
- 155, 156. HISTORY OF THE CHRISTIAN CHURCH** 3,3 hours
A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.
- *160. MODERN EUROPE** 3 hours
Historical developments in Europe from 1800 to the present, with emphasis on the movements which have directly shaped the contemporary world.
- 183. RESEARCH METHODS IN HISTORY** 3 hours
Historical theories, procedures, and research methods are examined in conjunction with the preparation of a research project. To be taken by History majors in their junior year.
- 185r. READINGS IN HISTORY** 3 hours
Readings from selected topics in History. Topics covered will determine whether credit is granted in Area I or Area II.

HOME ECONOMICS

Edu. 167. SPECIAL METHODS OF TEACHING HISTORY

2 hours

Attention is given to methods and materials in instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

191. PROBLEMS IN HISTORY

1 hour

This course is for history majors only and consists of individual research work in some field of history. Content and method of study to be arranged. Approval must be secured from the department head prior to registration.

POLITICAL SCIENCE

***70. AMERICAN NATIONAL AND STATE GOVERNMENT**

3 hours

An examination of the operation of the executive, legislative, and judicial branches of government of the national, state, and local levels. To be taught in alternate years.

***162. CONTEMPORARY INTERNATIONAL RELATIONS**

3 hours

A critical analysis of the chief factors influencing present-day world affairs, with special emphasis on the ideological and religious background of current conflicts. This course is taught in alternate years.

GEOGRAPHY

41. WORLD GEOGRAPHY

3 hours

Maps, land forms, soil, mineral resources, weather, and climate are considered. Man's adjustment to various physiographic regions is studied.

HOME ECONOMICS

Thelma Cushman, Kenneth Burke, Ron Grange,
Ruth Higgins, Iwan Lyzenchuk

Home Economics programs are designed to prepare men and women for careers dealing with home and family life, food and nutrition, textiles and clothing, and teaching of Home Economics in secondary and elementary schools.

Flexibility of programs allows a choice of concentration to fit the preparation needed for the chosen Home Economics profession.

Emphasis is placed upon the Seventh-day Adventist philosophy for home and family living and preparation for leadership in church as well as public institutions.

Major — Home Economics: Forty hours for the Bachelor of Science degree in Home Economics including courses 1, 2, 4r, 8, 9, 19, 22, 50, 58, 123, 126, 130, 131, 180, and 198. Cognate requirements: Behavioral Science 55.

Home Economics majors and candidates for secondary certification are required to attend two approved professional meetings each semester. Failure to meet this requirement will result in probationary status in the department.

Those who plan to do graduate work in Home Economics should include Chemistry 11:12; Biology 12 and 22; and Economics 71:72.

HOME ECONOMICS

The general education requirements for the above degree program are the same as those listed for the Bachelor of Arts degree with the exception of foreign language study.

Minor — Home Economics: Eighteen hours, six hours of which must be upper biennium.

Minor — Foods and Nutrition: Eighteen hours including six hours of upper biennium. Open to all including Home Economics majors.

ASSOCIATE OF SCIENCE DEGREES

Home Economics: The purpose of the two-year curriculum is to prepare the student for a successful family experience as well as for service to his community. All specified courses will apply toward a Bachelor's degree in Home Economics.

Sixty-four hours are required for the Associate of Science degree in Home Economics, including Home Economics 1, 2, 4r, 8, 9, 50, 126, and 22 or 123 or 131, plus electives to make a total of 24 hours in Home Economics; English 1, 2; Physical Education, 3 hours, including course 53; Humanities 50; Religion, 9 hours including course 85; Science or Math, 3 hours; History, 6 hours, and electives sufficient to make a total of 64 semester hours. The student is free to select electives in the Home Economics areas of his special interest.

Home Economics majors and candidates for secondary certification are required to attend two approved professional meetings each semester. Failure to meet this requirement will result in probationary status in the department.

Transfer students in the Associate of Science degree will complete a minimum of 28 hours in residence including fifteen hours of their major requirements.

Food Service and Bakery Management: The purpose of the program is to provide the student with a two-year course with emphasis in either baking or food service that will prepare those with ability to accept, upon graduation, positions of responsibility.

Sixty-four hours are required as follows: Home Economics 1, 2, 4r, 26, 50, 71, 72, 74r, 75r, 95; Biology 22; Business Administration 31, 72, and 147; English 1:2; Behavioral Science 1; Religion, 6 hours; Speech, 2 hours; Physical Education, 1 hour; and general electives, with departmental approval, to make a total of 64 hours. A food service work experience is required with a choice of emphasis.

ONE-YEAR CERTIFICATE COURSE IN FOOD SERVICE

The purpose of the one-year certificate program is to prepare the student for work in institutional food service as an assistant to a chef or baker.

HOME ECONOMICS

Thirty-two hours are required including Home Economics 1, 3, 26, 50, 71, 74r, 75r, and Home Economics electives to make a total of 20 hours; Behavioral Science 1; Physical Education, 1 hour; Religion, 3 hours; Speech, 2 hours; general electives, 3 hours. Food service work experience required.

FOODS AND NUTRITION

- 1. FOODS** 2 hours
Basic principles of food composition, selection, and preparation. Two hours lecture each week. Home Economics majors must take concurrently with Home Economics 50.
- 2. NUTRITION** 2 hours
Principles of nutrition and their application to everyday living. Offered both semesters. Carries credit toward the general education requirement in science.
- 4r. NUTRITION (EXTRA HOUR)** 1 hour
Prerequisite: Previous or concurrent enrollment in Nutrition 2.
One lecture per week with focus on the practical applications of Nutrition 2. In alternate semesters emphasis is given to child nutrition and sociological and religious implications. A maximum of two hours credit is granted.
- 26 or 126. MEAL PLANNING** 2-3 hours
Prerequisites: Home Economics 1, 2, 4r, 50, or approval of instructor.
Menu planning, marketing, meal preparation, and table service. Two hours lecture, three hours laboratory each week.
- 50. FOOD PREPARATION** 1 hour
A course in food preparation. Effort will be made to meet the specific needs of the group. One three-hour discussion and laboratory per week.
- 71 or 171. QUANTITY COOKERY** 3 hours
A study of quantity food production. Two one-hour lectures each week. Laboratory work in various areas of food preparation.
- 72 or 172. FOOD SERVICE MANAGEMENT** 3 hours
A study of equipment selection, maintenance and layout, and management and personnel relationships in institution food service. Laboratory experience. Two one-hour lectures each week.
- 74r. BAKING TECHNIQUES** 2-4 hours
Lecture and practical experience in baking including quantity purchasing and equipment layout, maintenance and sanitation, requiring 8-20 clock hours per week. A maximum of eight hours credit is granted.
- 75r. FOOD SERVICE TECHNIQUES** 2-4 hours
Lecture and practical experience in techniques of entree, vegetable, salad, dessert, and beverage production including quantity purchasing and equipment layout, maintenance and sanitation, requiring 8-20 clock hours per week. A maximum of eight hours credit is granted.
- *95. BANQUET AND SPECIAL FUNCTION MANAGEMENT** 1 hour
Lecture and practical experience in managing banquets and special functions.
- 96 or 196. INSTITUTIONAL FOOD SERVICE PRACTICUM** 3 hours
Prerequisite: Home Economics 71 or 171.
Guided experience in small institution food service culminating in total responsibility of food service for a minimum of three weeks.

HOME ECONOMICS

130. DEMONSTRATION TECHNIQUES

2 hours

Prerequisites: Home Economics 1, 2, 50 or approval of instructor.

Designed to present purposes, standards, and techniques of demonstrations with application to teaching, business, and conducting cooking schools for adult groups. This course is taught in alternate years.

HOME MANAGEMENT

3 or 103. CONSUMER EDUCATION

2 hours

A basic course in consumer education from the standpoint of purchasing and money management as related to the home and its personal needs.

8. MANAGEMENT

2 hours

A study of family problems and goals with emphasis on management of personal and family resources.

9. ORIENTATION

1 hour

Orientation in the areas of Home Economics and a study of the field in terms of history, philosophy and professional opportunities. Required of all freshman Home Economics majors.

23 or 123. DECORATING AND FURNISHING THE HOME

3 hours

A basic design course dealing with the principles of applied art in the home. Three class hours and three laboratory hours.

58. HOUSEHOLD EQUIPMENT

2 hours

Evaluation, use and care of household appliances and equipment.

***112. UPHOLSTERY AND DRAPERY**

3 hours

Laboratory experience in simple upholstering and professional drapery making. Two 3-hour combined lecture and laboratory periods.

131. PRESCHOOL CHILD

3 hours

Prerequisite: Behavioral Science 55.

A study of the preschool child with the family environment as a background for growth and development. Two class periods and two hours observation in nursery school and homes each week.

180. PRACTICE IN HOME MANAGEMENT

3 hours

Prerequisites: Home Economics 8, 123, 126, and Religion 85, or approval of instructor.

Experience in solving problems of family living. Registration required at the department office one semester in advance.

TEXTILES AND CLOTHING

19. TEXTILES

3 hours

A study of basic fibers and weaves including properties, construction, selection, uses, and care of textile fabrics. Three one-hour lectures per week.

22. CLOTHING CONCEPTS

2-4 hours

Principles of construction as applied to individual garments and personal philosophy. Two lectures and one lab each week. Inexperienced students will be required to attend extra lab sessions. Four hours are required of Home Economics majors.

INDUSTRIAL EDUCATION

122. PATTERN DESIGN

3 hours

Prerequisites: Home Economics 22 or approval of instructor.

Clothing design and practice in creating designs through flat pattern and draping techniques. Two one-hour lectures and one three-hour lab per week.

*164. TAILORING FOR MEN AND WOMEN

3 hours

Prerequisite: Home Economics 22 or approval of instructor.

Evaluation and use of various tailoring methods as applied in selection, fitting and completion of tailored wool and polyester doubleknit garments.

191. INDEPENDENT STUDY

1-2 hours

To permit the advanced student majoring in Home Economics to do individual work in the field under the direction of a staff member. By departmental approval.

198. SEMINAR

2 hours

Prerequisite: Twenty hours completed in Home Economics.

Recent trends in Home Economics and related professional fields. Required of and limited to majors.

Edu. 167. SPECIAL METHODS OF TEACHING HOME ECONOMICS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

INDUSTRIAL EDUCATION

Drew Turlington, John Duricheck, Thomas Grindley,
Wayne Janzen, Robert Warner

Industrial Education at Southern Missionary College provides learning experiences for those who may wish consumer education, a teaching career, avocational skills, or a trade in the construction or service industries. The student forms his curriculum core in such areas as graphic communications, residence construction, electrical and internal combustion power, along with the materials and processes of industry.

Major — Industrial Arts: Forty-five hours for the Bachelor of Science degree including courses 1, 11, 15, 25, 51, 52:53, 101, 144, 192, 196, 198. Cognate requirements: Chemistry 4, Mathematics 5, Physics 1.

The general education requirements are the same as those for a Bachelor of Arts degree, with the exception of the foreign language requirement.

For those students planning to teach, 24 hours of professional education are required, including six hours of practice teaching for state and denominational certification.

Minor: Eighteen hours, including six hours upper biennium. It is recommended that the student divide the hours between two of the following areas: drafting, woods, metals, mechanics.

INDUSTRIAL EDUCATION

ASSOCIATE OF SCIENCE DEGREE IN CONSTRUCTION TECHNOLOGY

Two-Year Curriculum in Industrial Education. The requirements are as follows: (A) Vocational: Industrial Education 36, 37, 38, 39, 50, 60, 99, 100, and 101; (B) Academic: English 1; Religion, six hours; Social Science, three hours; and electives in any area sufficient to make a total of 64 semester hours.

ASSOCIATE OF SCIENCE DEGREE IN INDUSTRIAL TECHNOLOGY

Two-year, 64 semester-hour curriculum emphasizing specific areas in Industrial Education; preparing the student for industrial and institutional employment. The requirements are as follows: (A) Technical: Industrial Education 11, 15, 20, 42, 51, 52:53, 144, 190, with electives sufficient to make a total of 37 semester hours. (B) General Education: English, three hours; Social Science, six hours; Religion, six hours; Chemistry, four hours; Mathematics, 5 hours; or Physics, one hour; electives, six hours. Note: Students completing this degree may pursue the Bachelor of Science degree if desired.

1. TECHNICAL DRAWING

4 hours

A basic course in drafting, training the student in the use of instruments and the principles of orthographic projection, surface development, sectioning, pictorial representation, and dimensioned working drawings. Eight hours laboratory each week. Lecture as announced by the instructor.

3. AUTOMOTIVE SURVEY FOR WOMEN

2 hours

A course designed to help women become knowledgeable in the maintenance and operation of an automobile. One hour lecture and three hours laboratory each week. Does not apply toward major or minor.

11. WOODWORKING

4 hours

A study of hand and machine tools, joinery, and proper methods of furniture construction. Two hours lecture, 6 hours laboratory each week.

12. WOODTURNING

1-2 hours

Center and faceplate turning experiences. Two hours lecture each week for the first four weeks. Three hours laboratory for each semester hour credit.

15. GENERAL METALS

4 hours

Designed to acquaint the student with the many aspects of the metal working industry. Instruction will be given in the areas of forging, foundry, heat treatment, sheet metal, welding, plus hand- and power-operated metal cutting equipment. Two hours lecture and six hours laboratory each week.

20. REFRIGERATION & AIR CONDITIONING

3 hours

Fundamental principles of refrigeration and air conditioning. Emphasis will be placed on trouble shooting and servicing of both domestic and commercial units. One hour lecture and six hours laboratory each week.

25. GRAPHIC ARTS

4 hours

A comprehensive "overview" of graphic communications. Covers all occupations and functions in the average printing organization, plus kinds of materials and creative services. All types of printed products are analyzed from creation to finish. Two hours lecture and six hours laboratory each week.

INDUSTRIAL EDUCATION

- 36. CONSTRUCTION TECHNOLOGY I** 4 hours
- 37. CONSTRUCTION TECHNOLOGY II** 4 hours
- 38. CONSTRUCTION TECHNOLOGY III** 4 hours
- 39. CONSTRUCTION TECHNOLOGY IV** 4 hours
- Construction Technology I, II, III, and IV comprise a 16-hour trade course offered in four nine-week blocks, carrying a four-hour credit each nine weeks. The course consists of constructing a modern residence from the footings, masonry, framing, plumbing, cabinets, etc., to the finished product. Students in other disciplines may take any of these blocks, but the A.D. student must take all of them in sequence. Four hours each day, four days a week.
- 42. ELECTRIC AND OXY-ACETYLENE WELDING** 4 hours
- A very practical course in arc and acetylene welding, teaching the student to weld skillfully in all positions: flat, vertical, and overhead. In addition, the student will learn to use the Tig and Mig industrial welders. Two hours lecture and six hours laboratory each week.
- 50. HOUSE WIRING** 3 hours
- Instruction in the National Electric Code, basic electrical principles, complete instruction and practice in residential wiring, including electric heating. Some industrial wiring techniques will also be included. One hour lecture, six hours laboratory each week.
- 51. AUTOMOTIVE FUNDAMENTALS** 4 hours
- A course designed to give basic understanding of the automobile. Main emphasis is given to power plant and drive train design, operation and service. Two hours lecture and six hours laboratory each week.
- 52:53. ELECTRICITY/ELECTRONICS** 2,2 hours
- A basic course in the principles of electricity and electronic circuitry—D.C. and A.C., with emphasis on resistors, capacitors, diodes, transistors, vacuum tubes, amplifiers, and oscillators. Two hours each semester. One hour lecture and three hours laboratory each week.
- 54. INDUSTRIAL CRAFTS** 2 hours
- Exploring the technology of industry by forming and fabricating objects of plastics, metals, and woods. One hour lecture and three hours lab each week. Open to all students.
- 60. INDUSTRIAL SAFETY EDUCATION** 2 hours
- Emphasis will be placed on O.S.H.A. regulations regarding safety in building construction. Two hours lecture each week.
- 99. CONSTRUCTION TECHNOLOGY V** 6 hours
- Internship for students registered in the associate degree in Construction Technology. One hour lecture, plus 16 hours on-the-job training each week.
- 100. CONSTRUCTION TECHNOLOGY VI** 6 hours
- Internship for students registered in the associate degree in Construction Technology. One hour lecture, plus 16 hours on-the-job training each week.
- 101. ARCHITECTURAL DRAFTING** 4 hours
- A study of architectural details and methods of construction relative to frame and masonry veneer residential dwellings. Emphasis is placed on residential planning and design principles. Each student will design and draw all details necessary in the construction of a home. Eight hours laboratory each week. Lectures as announced by the instructor.

INDUSTRIAL EDUCATION

121. ENGINE REBUILDING

2 hours

Prerequisite: Industrial Education 51, or equivalent.

This course is designed to provide experience in internal combustion engine overhaul. Each student will individually remove from car, overhaul and re-install one engine. One hour lecture and three hours laboratory each week.

125. LITHO PREP & PRESS

3 hours

Prerequisite: Industrial Education 25.

This is a "hands-on" approach to the lithographic offset process. The laboratory will give the student actual operating experience with process cameras, dark room techniques, stripping, plate making, contacting, and a variety of offset press equipment. One hour lecture and six hours laboratory each week.

133. CABINET CONSTRUCTION

3-4 hours

Prerequisite: Permission of instructor.

Emphasis will be placed on construction of kitchen cabinets, bathroom vanities and storage closets. Eight hours each week. Lectures as announced by instructor. Open primarily to construction students.

144. MACHINE SHOP

4 hours

Prerequisite: Industrial Education 15 or permission of instructor.

A course designed to provide in-depth experiences in the use of metal machinery and fabrication equipment. Provision is made for extensive personal or large group produced projects. Two hours lecture, six hours laboratory each week.

153. AUTOMOTIVE TUNEUP

3 hours

Prerequisite: Industrial Education 51.

Automotive trouble shooting and tune-up. Course emphasis directed towards the automobile electrical and fuel system. One hour lecture and six hours laboratory each week.

190. MACHINE AND TOOL MAINTENANCE

2 hours

A study of the principles and methods of machine repair and preventative maintenance of equipment found in an industrial shop. The time will be divided between metalworking and woodworking equipment. One hour lecture and three hours laboratory each week.

192. MANUFACTURING

4 hours

Prerequisites: Completion of basic courses in drafting, woods, metals, and mechanics.

Provides a unique opportunity for the student to conceive, design, manufacture and market a saleable product. Eight hours each week. Lectures as announced by the instructor.

196. LABORATORY OPERATION AND SUPERVISION

3 hours

A course designed for students planning to be instructors. It will provide experiences such as tool maintenance, materials purchasing, project evaluation, and student assistance. This course must be preceded by completion of basic courses in each content area, such as drafting, graphic arts, woods, metals, and mechanics. Each student, in counsel with the instructor, will decide in which of three areas he will divide his time. One hour lecture, six hours laboratory each week.

198. SEMINAR

1 hour

A discussion of problems related to the industrial education teaching profession. One hour discussion each week. Open only to Industrial Arts majors.

LIBRARY SCIENCE

199. INDUSTRIAL ARTS PROBLEMS

1-3 hours

The study of a specific problem in the field of Industrial Arts. A written report of the problem may be required by the supervising instructor. Open only to Industrial Education majors and minors. Offered on demand.

Edu. 167. SPECIAL METHODS OF TEACHING INDUSTRIAL ARTS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performance and the survey and evaluation of textbooks. Four lectures each week for the first nine weeks of the first semester of the senior year.

LIBRARY SCIENCE

Charles Davis, Peggy Bennett, Lorann Grace, Marion Linderman,
Patricia Morrison, Norman Peek

Minor: Eighteen hours including Education 138.

A school librarian K-12, Tennessee endorsement is available to certified teachers who complete the 18 hours of Library Science provided by this minor.

53. REFERENCE

3 hours

Presents basic concepts, selection and use of general and specialized reference material for all levels of school libraries. Useful for the general student who desires to know how better to use the library. Required for all student assistants working in McKee Library.

54. CATALOGING AND CLASSIFICATION

3 hours

Presents the basic concepts and procedures for instituting and operating the technical services area of the school library or media center. Involves the student in the basic skills of cataloging, classification, and other technical services routines that prepare the material for use in the library.

75. LIBRARIES AND LIBRARIANSHIP

2 hours

Introduces the aspects of the library profession and the areas of service of various types of libraries. Develops the career possibilities of librarianship.

105. LIBRARY MATERIALS FOR CHILDREN

3 hours

Presents to the student a knowledge of a wide variety of books and related materials for children, grades 1-8. Develops an appreciation for books and reading that can be enthusiastically transmitted to young readers through critical evaluation and selection of books and materials. Correlates the use of books and materials to the specific needs and interests of young readers.

106. LIBRARY MATERIALS FOR YOUNG ADULTS AND ADULTS

2 hours

Gives emphasis to the variety of books and related materials for grades 9-12. Correlates critical evaluation and selection to the interests, use, and specific needs, of the young adult as he develops his reading habits and skills. Develops an appreciation for books and reading that can enthusiastically involve both young adults and adults.

MATHEMATICS

156. SCHOOL LIBRARY ADMINISTRATION

3 hours

Prerequisites: LS 53, 54, 75.

Presents the basic concepts and organizational procedures for the administrative personnel of the school library or media center so that this resource will become involved with the total program of the school.

Ed. 138. AUDIO-VISUAL EDUCATION

2 hours

(See note under Education 138.)

MATHEMATICS

Lawrence Hanson, Cecil Davis, Arthur Richert

Students major in mathematics for several reasons. Some wish to become professional mathematicians. This group will continue to study mathematics at the graduate level. Others wish to obtain employment in a mathematically related field upon graduation or after a year or two of advanced study. A third group finds the practice in problem solving and the disciplined, logical thinking which is indispensable to mathematics to be of value in such nonmathematical occupations as law and medicine.

Interesting and financially rewarding careers are available to mathematics majors. In addition to teaching and research, a mathematics student who takes supporting studies in other areas can enter such fields as actuarial science, systems analysis, computer science, or the health sciences, to name just a few. The department will supply interested students with more information concerning some of these careers, as well as sample four-year curricula which prepare one for them.

Major: Thirty hours including courses 51, 52, 121, 151, and 152. Computer Science 54 is a cognate requirement.

Minor: Eighteen hours including course 51 and six hours of upper division courses.

0. BASIC MATHEMATICS

No Credit

Arithmetic and beginning algebra. This is a noncredit, remedial course which is designed to prepare students having limited experience in mathematics for Mathematics 5 and 36.

5. INTERMEDIATE ALGEBRA

3 hours

Prerequisite: One year of high school algebra, one year of geometry, and a satisfactory ACT score in mathematics.

Elementary set theory, number systems and their properties, exponents and radicals, equations and inequalities, polynomial functions and their graphs, systems of equations, logarithms. Does not apply on major or minor in mathematics. Students who received at least a C in Algebra II in high school may not enroll for credit without permission of the Mathematics Department and the Academic Dean.

36. APPLIED ELEMENTARY MATHEMATICS

3 hours

Prerequisites: One year of high school algebra and geometry, and a satisfactory ACT score in mathematics.

This course introduces the general student to some topics in elementary mathe-

MATHEMATICS

matics which may be useful to him in the future. These include introductory concepts in set theory and logic; an introductory study of probability and its applications; mathematical modeling as applied to growth and decay; business applications of linear programming; mathematics of finance, including simple and compound interest, annuities, and amortization. Algebra will be reviewed as needed. Does not apply on a major in mathematics.

41. ELEMENTARY FUNCTIONS & RELATIONS

4 hours

Prerequisite: Mathematics 5 or two years of high school algebra.

The real and complex number systems; the elementary functions and their graphs, including polynomial and rational functions, exponential and logarithmic functions, trigonometric functions; analytic geometry.

51. CALCULUS I

4 hours

Prerequisite: Mathematics 41, or four years of high school mathematics which include at least one semester of trigonometry and some analytic geometry.

Differential and integral calculus of the elementary functions and relations, including the definite integral, the derivative, computation of derivatives, the fundamental theorem of calculus, computation of antiderivatives, applications.

52. CALCULUS II

4 hours

Prerequisite: Mathematics 51.

Higher derivatives, multiple integrals, infinite series, partial derivatives, elementary differential geometry.

61. CONCEPTS OF ELEMENTARY MATHEMATICS

3 hours

Prerequisite: Mathematics 5.

Set theory as related to elementary mathematics; numeration systems; number systems and their properties, including the whole numbers, the integers, the rational numbers, and the real numbers; basic concepts of geometry. This course is open to Elementary Education majors only. Does not apply on major or minor in mathematics.

76. SET THEORY AND LOGIC

2 hours

Prerequisite: Mathematics 52, or Mathematics 5 and permission of instructor.

An introduction to some of the basic ideas, terminology, and notation of logic and sets. The concept of a mathematical proof will be emphasized.

82. STATISTICS

3 hours

Prerequisite: Mathematics 5 or two years of high school algebra.

Elementary probability; organization and analysis of data; the binomial, normal, Student's t , and chi-square distributions; sampling; hypothesis testing; nonparametric statistics; regression and correlation.

111. DIFFERENTIAL EQUATIONS

3 hours

Prerequisite: Mathematics 52.

Classification and solution of common types of ordinary differential equations. Analytical and numerical methods will be studied. Applications to problems arising in the physical sciences.

112. MATHEMATICS OF PHYSICS

3 hours

Prerequisite: Mathematics 111.

Partial differential equations, Fourier series, boundary value problems, Bessel functions, Legendre polynomials. Analytical and numerical methods will be studied. Taught only upon sufficient demand. Designed primarily for Physics majors.

MODERN LANGUAGES

***121:122. ADVANCED CALCULUS**

3,3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

Introduction to point set topology, continuity, uniform continuity, properties of derivatives and integrals, convergence, uniform convergence, sequences of functions, and infinite series. This course is taught in alternate years.

***136. GEOMETRY**

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

Advanced study of the basic concepts of Euclidian geometry, including the incidence and separation properties of planes and space, measurement functions, congruence from both the metric and synthetic approach, geometric inequalities, the parallel postulate, area theory, constructions with ruler and compass; introduction to Riemannian and hyperbolic geometry and their models. This course is taught in alternate years.

146. COMPLEX VARIABLES

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

An introduction to the theory of analytic functions of a complex variable, including mappings by elementary functions, complex integration, the Cauchy-Goursat theorem, Cauchy's integral formula, power series, Laurent series, the theory of residues, and conformal mapping. Taught in alternate years.

151. ALGEBRAIC STRUCTURES

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

The structure of groups, rings, integral domains and fields. This course is taught in alternate years.

152. LINEAR ALGEBRA

3 hours

Prerequisite: Mathematics 52. Mathematics 76 recommended.

Finite dimensional vector spaces over a field and the attendant concepts of systems of linear equations, matrices, determinants. This course is taught in alternate years.

190. SEMINAR IN PROBLEM SOLVING

1 hour

Prerequisite: Mathematics 52 and approval by department faculty.

This seminar consists of applying undergraduate mathematics to problems arising in local industries and various operations of the college in addition to textbook cases.

191. INDEPENDENT STUDY

1 hour

Prerequisite: Approval by department faculty.

Individual reading and problem solving in a field chosen in consultation with an instructor.

Edu. 167. SPECIAL METHODS OF TEACHING MATHEMATICS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

MODERN LANGUAGES

Robert Morrison, Rudolf Aussner

This department offers the opportunity for students to discover French, German and Spanish not only as living languages but also as reflections of the cultures, customs and peoples they represent. The aim,

MODERN LANGUAGES

then, is to provide both an esthetic background and a practical tool in the event the student becomes an overseas traveler or worker.

The ability to communicate with people is increasingly essential in today's shrinking world; and an acquaintance with a foreign culture should be part of the background of educated persons, particularly those with a sense of world mission. The Department of Modern Languages aspires toward helping Christians fulfill this responsibility to demonstrate good will, whether as travelers and business people or as respondents to the Master's gospel commission.

Major—German or Spanish: Thirty hours excluding course 1:2, but including course 93:94.

Minor—German or Spanish: Eighteen hours excluding course 1:2, but including course 93:94 and six hours of upper-biennium courses.

Major—Language and Culture: Thirty hours, including the following:

German (or Spanish) 93 & 94 — Intermediate	
German (or Spanish)	6 hours
German (or Spanish) 117 — Composition and	
Conversation	3 hours
German (or Spanish) 120 — Culture and Civilization ...	3 hours
English 101 — World Literature	3 hours
Modern Language 102 — Masterpieces in Translation ...	3 hours
Art 143 (or Music 126) — <i>History of Art</i>	
(or History of Music—4 hours)	3 hours
History 160 (or 145) — Modern Europe	
(or History of Latin America)	3 hours
Additional hours from language and literature, world	
geography, a second foreign language, or Art 143 or	
Music 126 (whichever is not taken above)	6 hours
Students desiring certification in German (or Spanish) must	
take these six hours in that language.	
Total	30 hours

Cognate requirement: In fulfilling the general education requirements in Religion, the student will include course 157, Comparative Religions (3 hours).

SPECIAL COURSES

102. MASTERPIECES IN TRANSLATION 3 hours

A survey, team-taught, of great literary works from France, Germany, Spain and Spanish America, from the seventeenth century to modern times. Students desiring a complete survey of world literature may first enroll for English 101, "World Literature," which covers the centuries up to the seventeenth. Applies toward general education requirements in literature, but not toward the major in German or Spanish. Taught alternate years.

Edu. 167. SPECIAL METHODS OF TEACHING MODERN LANGUAGES 2 hours

Prerequisite: Admission to Teacher Education.

Learning and teaching a foreign language, in both theory and practical applica-

MODERN LANGUAGES

tion, with special attention to goals, planning, classroom techniques, selection and utilization of materials and aids, and evaluation of student performance. Offered first semester only.

GERMAN

1:2. ELEMENTARY GERMAN

4,4 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required. No credit will be allowed for elementary modern language if credit has already been received for it at the secondary level.

93:94. INTERMEDIATE GERMAN

3,3 hours

Prerequisite: Entrance by standardized examination at required level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises. Laboratory work is required. The second semester, if enrollment permits, there will be two sections: a. Literary Program, b. Science Readings.

117. COMPOSITION AND CONVERSATION

3 hours

Prerequisite: German 93:94 or equivalent.

An intensive course aiming at proficiency in understanding and speaking, at a practical knowledge of stylistics, and at ability in free composition. (Not open to German-speaking nationals.)

120. GERMAN CULTURE AND CIVILIZATION

3 hours

The literary, artistic, intellectual, social, religious, economic, and political scene of present-day Germany, with a study of its development from the recent past.

123, 124. SURVEY OF GERMAN LITERATURE

3,3 hours

A prerequisite for all subsequent literature courses; history and development of German literature; reading of representative works. This course is offered in alternate years.

132. GERMAN LITERATURE OF THE AGE OF ENLIGHTENMENT

2 hours

Foreign (French) and philosophical background of the period, changing attitudes in life and literature. Anacreontic poets. Young Goethe, Wieland, and Lessing. This course is offered in alternate years.

*134. GERMAN ROMANTICISM

2 hours

The poetry and prose of outstanding writers of this period, from Holderlin to Heine. This course is offered in alternate years.

137. THE GERMAN LANGUAGE

2 hours

Prerequisite: German 93:94. Recommended: German 117.

Introduction to the history and development of the German language. This course is offered in alternate years.

*161. CONTEMPORARY GERMAN LITERATURE

2 hours

A course dealing with the different literary schools and periods from Naturalism to the Aftermath of World War II (Naturalism, Impressionism, and the related trends of Neoromanticism and Neoclassicism, Expressionism, and the Neo Matter-of-Factness, Literature and National Socialism (1933-1945), Aftermath of World War II). This course is offered in alternate years.

*162. GERMAN CLASSICISM

2 hours

A course offering a comparison of Goethe and Schiller, Goethe's Classical Period (1787-1805), Schiller's Classical Period (1787-1805), and Goethe's Old Age (1805-1832). This course is offered in alternate years.

MODERN LANGUAGES

*164. GERMAN SHORT STORIES

2 hours

A course giving the student a survey of German short stories from Goethe's death (Romanticism) to the present. This course is offered in alternate years.

197. DIRECTED STUDY

2-6 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to German majors, or minors with the approval of the department head.

SPANISH

1:2. BEGINNING SPANISH

4,4 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required. No credit will be allowed for elementary modern language if credit has already been received for it at the secondary level.

93:94. INTERMEDIATE SPANISH

3,3 hours

Prerequisite: Entrance by standardized examination at a required level. Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts; oral and written exercises. At the discretion of the department, this course may be closed to Spanish-speaking persons with three credits in Secondary Spanish. Laboratory work is required.

117. COMPOSITION AND CONVERSATION

3 hours

Prerequisite: Spanish 93:94 or equivalent. Development of skill in speaking, understanding, and writing idiomatic Spanish. (Not open to Spanish or Latin-American nationals.)

120. HISPANIC CULTURE AND CIVILIZATION

3 hours

Prerequisite: Spanish 93:94 or equivalent. The social, religious, political, economic, artistic, and intellectual scene in the Spanish-speaking world.

123, 124. SURVEY OF SPANISH LITERATURE

3,3 hours

Prerequisite: Spanish 93:94 or equivalent. History and development of Spanish literature; reading of representative works. This course is offered in alternate years.

127. SPANISH LINGUISTICS

3 hours

Prerequisite: Spanish 93:94 or equivalent. Recommended: Spanish 117. Introduction to the morphological, syntactic and phonemic structure of the Spanish language. Practice in sounds, intonation, and transcription; remedial pronunciation drills. This course is offered in alternate years.

*133, 134. SURVEY OF SPANISH-AMERICAN LITERATURE

3,3 hours

Prerequisite: Spanish 93:94 or equivalent. History and development of Spanish-American literature; reading of representative works. This course is offered in alternate years.

*145. THE GOLDEN AGE OF SPANISH LITERATURE

3 hours

Prerequisite: Spanish 93:94 or equivalent. A study of the Classical Period of Spanish literature. This course is offered in alternate years.

197. DIRECTED STUDY

2-6 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to Spanish majors, or minors with the approval of the department head.

FRENCH

93:94. INTERMEDIATE FRENCH

6 hours

Prerequisite: Entrance by standardized examination at required level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises. Laboratory work is required.

MUSIC

Marvin L. Robertson, Dorothy Ackerman, Bruce Ashton, Orlo Gilbert, Jack McClarty, James McGee, Don Runyan, Stanley Walker

The Department of Music offers two baccalaureate degrees, the Bachelor of Music degree in music education, and the Bachelor of Arts degree in music; and an associate degree, with majors in organ, piano and voice.

ADMISSION REQUIREMENTS:

Music majors must fulfill all the general admission requirements of the college. In addition a prospective music major is required to take written and aural entrance examinations in music theory and a performance examination in the applied concentration. To obtain Freshman standing as a music major the student must qualify for Music Theory 45 and Applied Music 51.

Further information regarding the entrance examinations may be obtained by writing the chairman of the music department.

GENERAL REQUIREMENTS:

Functional Piano: All music majors must pass an examination in functional piano which includes the playing of hymns, scales, triads, arpeggios, several moderately easy compositions and accompaniments, and the harmonization of simple folk melodies. The functional piano examination should be passed during the first week of the first semester in residence or the student must register for applied piano instruction. Applied music courses 9 and 109 are designed to help the student reach the required level of proficiency.

Applied Music Credit: One semester hour of credit will be allowed for 14 half-hour lessons with a minimum of five hours of practice per lesson. Applied music grades are assigned by a jury examination at the end of each semester.

Concert and Recital Attendance: A music major must attend 12 approved concerts per semester. Failure to meet this requirement will lower the student's applied music grade and possibly result in probationary status as a music major.

Music Ensemble Participation: All music majors are required to participate in a music ensemble every semester in full-time residence.

Senior Recital: The candidate for the Bachelor of Music degree or the Bachelor of Arts degree will present a senior recital. Upon music

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faculty approval the senior recital requirement may be partially fulfilled through a conducting or chamber music performance.

A faculty audition of the complete program must be scheduled at least four weeks before the recital date. Unsatisfactory performance at this audition will result in a rescheduling of the recital date.

JUNIOR STANDING:

Music majors must apply for Junior standing at the end of the sophomore year. The requirements for Junior standing are as follows:

- a. An overall grade point average of 2.0.
- b. A grade point average of 2.5 in all music courses.
- c. Completion of the functional piano requirement.
- d. Completion of Music Theory 45:46, 47:48.
- e. Completion of four hours of Applied Music 51 or equivalent.

Faculty evaluation of the application for Junior standing will result in the student receiving one of the following classifications:

a. Pass, Bachelor of Music; b. Pass, Bachelor of Arts; c. Probation; d. Fail, Junior standing requirements must be met at least two semesters before graduation.

BACHELOR OF MUSIC CURRICULUM:

The Bachelor of Music degree in music education is an NCATE approved degree which meets state and denominational certification requirements. Each student will be responsible to determine the additional courses that may be required for certification in the state of his choice. This information can be obtained at the Office of Admissions and Records or the Department of Education

The following general education requirements apply only to students pursuing a Bachelor of Music degree:

Humanities 50	4 hours
Health & Physical Education (including 53 and 2 hours of activities courses)	4 hours
Language Arts: English 1:2; Speech, or Literature elective	8 hours
Religion: Including 50 and 10, 14, or 19	12 hours
Science and Math: Including 6 hours of lab science	9 hours
Social Science, including History 1, 2; Sociology 82, and Psychology 1	11 hours

Bachelor of Music in Music Education Degree Requirements:

Music Theory: including 45:46; 47:48; 95:96; 97:98 (instrumental emphasis must take 141)	19 hours
Music Ensemble	8 hours
Music History 125:126	8 hours
Conducting: 181	4 hours
Music Education: 136	2 hours

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Additional Requirements for the Music Education Degree: (Choral Emphasis)

Applied Music Concentration (piano, organ, or voice) ..	12 hours
Applied Music Secondary (selected in consultation with advisor)	4 hours
Music Education: including pedagogy in the applied concentration and two of the following: 33, 34, 37, 39, 130, 131, or 132. (Voice majors must include 33)	6 hours
Education: including 45, 151, 166, 167, 173 (4 hours, 2 additional hours required for denominational certification), and 191	17 hours

Additional Requirements for the Music Education Degree: (Instrumental Emphasis)

Applied Music concentration (brass, woodwinds, strings, piano or organ)	12 hours
Applied Music Secondary selected in consultation with advisor. Preparation to meet deficiencies in the functional piano requirement may not be applied to the Applied Music Secondary.	4 hours
Materials and Techniques: Choose three of the following: 34, 37, 39, 130, or 131	6 hours
Education: including 45, 151, 166, 167, 173 (4 hours, 2 additional hours required for denominational certification), and 191	17 hours

BACHELOR OF ARTS CURRICULUM:

The Bachelor of Arts in music is a non-professional degree designed to give the student a broad understanding of the musical heritage of man. This major consists of 40 hours including 14 upper biennium. Courses must include the following:

Music Theory including 45: 46; 47:48; 95:96; 97:98	19 hours
Music History including 125:126	8 hours
Applied Music Concentration 51 and 151	8 hours
Ensembles	5 hours

A student must complete all general education requirements of the college.

The foreign language required is either French or German. Through careful planning a student may fulfill state certification requirements within four years.

ASSOCIATE OF SCIENCE CURRICULUM:

The Associate of Science in music degree is designed to help those

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who are interested in private music teaching, church music, and music evangelism. The three areas of concentration are piano, organ and voice. Courses must include the following:

Music

Music Theory	8 hours
Music Concentration	8 hours
History of Music	4 hours
Pedagogy	4 hours
Ensemble	2 hours
Music Electives	11 hours

General Education

Religion	6 hours
English 1:2	6 hours
Humanities	4 hours
Education 45	3 hours
Behavioral Science 1	3 hours
General Electives	5 hours

MUSIC MINOR

Music Minor: Eighteen hours including the following:

Music Theory 45:46	6 hours
Applied Music Concentration 51	2 hours
Music Course Electives (including 6 hours upper biennium)	10 hours

Applied Music grades are assigned by a jury examination at the end of each semester.

MUSIC THEORY

2. INTRODUCTION TO MUSIC THEORY

2 hours

A study of the rudiments and basic vocabulary of music theory. Does not apply toward a music major or minor.

45:46. MATERIALS AND ORGANIZATION OF MUSIC I AND II

3,3 hours

Prerequisite: Music 2 or examination.

A study of the elements which render music of all periods aurally and visually comprehensible, within simple forms and a variety of textures from one to four voices.

47:48. APPLIED KEYBOARD AND MUSIC READING SKILLS, I AND II

1,1 hours

Keyboard and sight-singing applications of the materials introduced in Music 45:46. (Music majors must take this concurrently with Music 45:46.)

95:96. MATERIALS AND ORGANIZATION OF MUSIC III AND IV

3,3 hours

Prerequisite: Music 45:46.

An expanded and intensified study of the structure of music as begun in Music 45:46. In Music 96, contemporary music is emphasized.

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- 97:98. APPLIED KEYBOARD AND MUSIC READING SKILLS, III AND IV** 1,1 hours
Keyboard and sight-singing applications of materials studied in Music 95:96. Music majors must take this concurrently with Music 95:96.

- 141. ORCHESTRATION AND ARRANGING** 3 hours
Prerequisite: Music 45:46.

The ranges, capabilities and limitations, transpositions of orchestra and band instruments. Idiomatic scoring of short works for vocal and instrumental chamber groups, small orchestra and band. Performance of exercises and analysis of scores is emphasized.

- 177. ANALYSIS OF MUSIC FORM** 3 hours
Prerequisite: Music 95:96, or permission of instructor.

An analytical study of musical structure from the smallest units of form to the more complex music of all historical periods.

MUSIC HISTORY

- 125:126. HISTORY OF MUSIC** 4,4 hours
Prerequisite: Music 45:46 or permission of instructor.

A study of music literature from antiquity to the present, cultural backgrounds, development of music form and style, analysis of representative masterworks from each major period of music history. Two listening periods per week are required.

CHURCH MUSIC

- 65. MINISTRY OF MUSIC** 3 hours
A study of the rudiments of music, methods of conducting congregational singing, and principles and standards of music for the church.

MUSIC EDUCATION

- 33. SINGERS DICTION** 2 hours
A study of the correct pronunciation of Italian, German, French, and English.

- 34. STRING MATERIALS AND TECHNIQUES** 2 hours
A study of the stringed instruments in class and a survey of teaching materials for class and private instruction.

- 37. BRASS AND PERCUSSION MATERIALS AND TECHNIQUES** 2 hours
A study of tone production, performance techniques, embouchure, fingerings, practical pedagogic technique and simple repairs.

- 39. WOODWIND MATERIALS AND TECHNIQUES** 2 hours
A study of tone production, embouchure, fingerings, practical pedagogic technique and simple repairs. A survey of the literature for the instruments and evaluation of teaching methods.

- 130. PIANO PEDAGOGY** 2 hours
Prerequisite: Two hours of Music 51 or equivalent.

Methods, materials and procedures for private and class piano instruction; planning a complete program for pupils on various grade levels including technic, repertoire and musicianship.

- 131. ORGAN PEDAGOGY** 2 hours
Prerequisite: Two hours of Music 51 or equivalent.

Methods, materials and procedures for instruction in organ; accompaniment of church services; registration of organ literature on various types of organs.

MUSIC

132. VOICE PEDAGOGY

2 hours

Prerequisite: Two hours of Music 51 or equivalent.

Methods, materials and procedures for private and class voice instruction; testing and classification of voices; physiological and psychological problems of voice production and diction.

136. SUPERVISION OF SCHOOL MUSIC

2 hours

A study of the basic philosophies, methods, and materials related to the teaching of music in the elementary school. Observation of and participation in the campus school music program is required of all students. Open to music majors, minors, or by permission of the instructor.

Edu. 167. SPECIAL METHODS OF TEACHING MUSIC

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to Methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

APPLIED MUSIC

†5.6. GROUP INSTRUCTION

1-1 hours

Group instruction in voice, piano, or orchestral instruments. This course is designed for the beginning student. See financial section for reduced fee information.

9. SECONDARY

1-4 hours

Private instruction in voice, piano, organ, or orchestral instrument.

109. SECONDARY

1-2 hours

Private instruction in voice, piano, organ, or orchestral instrument.

51. CONCENTRATION

1-4 hours

Prerequisite: Examination for Freshman standing.

Private instruction in voice, piano, organ, or orchestral instrument.

151. CONCENTRATION

1-8 hours

Prerequisite: Music 51 for four hours or equivalent.

Private instruction in voice, piano, organ, or orchestral instrument.

181. CONDUCTING TECHNIQUES

4 hours

This course is designed to give the music student the requisite skills for conducting choral and instrumental groups.

†Courses 5, 6; 9, and 109 are open to any student of the college as elective credit toward the B.A. or B.S. degree. The music major or minor may not apply these toward his applied music concentration. Students desiring to study organ must pass the Functional Piano Examination.

Courses 51 and 151 are courses primarily for the music major and minor, but they may be elected by anyone who passes the examination for freshman standing. Jury examinations are required with these course numbers.

The following performance areas may be studied: voice, piano, organ, violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, trombone, baritone, tuba, and percussion instruments.

MUSIC ENSEMBLES

Music ensembles are open to all college students through audition. Each music ensemble meets three periods per week and offers one hour credit each semester; regular attendance at rehearsals is required. A student may not enroll concurrently in Concert Band and Collegiate Chorale.

Course numbers 55 and 155 do not fulfill the music ensemble participation requirement for music majors except those taking a keyboard concentration. Music majors other than those taking a keyboard concentration, who wish Instrumental Ensemble credit must be registered concurrently in Concert Band or Orchestra.

Ensembles on campus are organized and sponsored by members of the music staff.

11, 111. CONCERT BAND	1-4 hours each
13, 113. ORCHESTRA	1-4 hours each
15, 115. COLLEGE CHOIR	1-4 hours each
17, 117. MALE CHORUS	1-4 hours each
19, 119. COLLEGIATE CHORALE	1-4 hours each
55, 155. INSTRUMENTAL ENSEMBLE	1-4 hours each

BACCALAUREATE PROGRAM OF NURSING

Chairman: Doris Payne

Faculty—Bonnie Berger, Elfa Edmister, Judy Flerl, Kathryn Hinson, Mazie Herin, Bernadine Irwin, Theresa Kennedy, Miriam Kerr, Christine Kummer, Christene Perkins, Barbara Platt, Wilma Raettig, Judy Robb, Shirley Spears, Donna Stone.

The baccalaureate nursing curriculum is designed for individuals who desire to obtain the basic preparation needed to pursue a professional career in any of the various settings where contemporary nursing is practiced.

The program may be completed in four academic years. Residency is on the Collegedale campus except for the junior year, which is spent on the extension campus located in Orlando, Florida. Upon completion of all academic requirements, the graduate will receive a bachelor of science degree with a major in nursing and will be eligible to write qualifying examinations for state licensure.

ACCREDITATION

The baccalaureate degree program in nursing is fully accredited by the Board of Review for Baccalaureate and Higher Degree Programs of the National League for Nursing; is approved by the National League for Nursing to admit registered nurse students to the curriculum; is reg-

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istered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing.

PHILOSOPHY AND OBJECTIVES

The practice of nursing is an intimate involvement with mankind. Therefore, an understanding of the nature of man is essential to understanding the wholeness of his nature, the blending of physical, mental, social and spiritual, while recognizing the uniqueness of the individual. The goal of professional nursing is to assist the client to maintain a maximum level of wellness. The curriculum is conceived as an integration of the humanities and the sciences as a foundation for the art of nursing.

Since professional nursing has a responsibility for leadership in the promotion of health and prevention of disease, the professional nurse should be self-directed, able to provide leadership, to bring about change and show concern for his continuing development and interest in dignifying and elevating the profession.

The graduate of this program should:

1. Demonstrate the ability to assess patients' health status and determine needs based on knowledge of physical and behavioral sciences and to plan and execute appropriate nursing care to meet these needs.
2. Demonstrate an understanding of the individual in relation to his environment by considering man as a whole with physical, mental, social, and spiritual needs and not as a diagnostic entity.
3. Demonstrate ability to function in a leadership role in planning and evaluating patient care, directing and teaching members of the nursing team, and coordinating efforts of other health professionals.
4. Demonstrate creativity in approaches to nursing problems and facilitate change with an understanding of the mechanics of change in the provision of quality nursing care.
5. Promote optimum health by participating in health teaching in the home, community, hospital, or other health care facilities and demonstrate these health principles of his personal life.
6. Reflect in his professional practice the ability to function independently and display personal qualities of reliability, adaptability, self-confidence, self-discipline and compassion.
7. Demonstrate responsibility for personal and professional growth through involvement in continuing education, professional organizations, and community service.

REGISTERED NURSE STUDENTS

Due to the diversity in educational backgrounds of nurses, it is necessary to consider each student individually with regard to his needs and required courses. The following general policies will apply:

Registered Nurse students:

1. should hold a current license to practice nursing;
2. will have current experience in a hospital setting;
3. may take comprehensive challenging examinations in selected general education and nursing courses to validate credit (see page 14). The Department reserves the right to limit the amount of credit received by validation examination.
4. must complete all validating exams and Course 115 as offered on the Collegedale campus prior to matriculating for senior nursing courses;
5. must complete all or be currently enrolled in the remaining required cognate courses before permission will be granted to enroll in 166:167 and 180;
6. will need to repeat science courses taken more than 12 years ago.

TRANSFER STUDENTS

The student who has taken part of the baccalaureate nursing curriculum at another accredited college may be permitted to transfer. Each applicant will be considered for placement in the program on an individual basis. A transfer student will be required to take the senior nursing courses at SMC. The Department reserves the right to require a transfer applicant to pass a written and/or practical examination in any course for which transfer credit is requested.

GENERAL REQUIREMENTS

Major: Bachelor of Science in Nursing. Fifty-six hours including all courses listed in the bulletin except 192.

Academy, or high school physics (minimum grade of "C") is required. If a student is deficient in this area, Physics I may be taken concurrently with other lower division courses.

Students are expected at specified intervals during their academic program to take nationally accepted standardized exams. These exams aid in establishing a student's level of achievement.

Progress in the program is contingent upon:

1. Maintaining a 2.00 GPA.
2. Successful completion of courses in the major following a prescribed sequence with a grade of C— or higher. A course in which a student is unsuccessful must be repeated before taking a more advanced course.
3. A grade of C— or higher in the natural science, Developmental Psychology and Nutrition courses. These courses must be completed prior to matriculating in upper division nursing.

NURSING

Required General Education courses include the following:

Behavioral Sciences, including Developmental Psychology 54, 55; Sociology 20	10 hours
History (Selected from 1, 2, 53, 54)	6 hours
Humanities 50	4 hours
Language Arts, including English 1, 2; Speech 1, Literature	11 hours
*Physical Education (activity courses)	2 hours
Religion, including 50 and 10, 14 or 19	12 hours
Natural Sciences, including Biology 11, 12; 22; Chemistry 7:8; Pathophysiology	18 hours
Nutrition 2	2 hours
Electives	7 hours

*Physical Education is not required of Registered Nurse Students.

†27. INTRODUCTION TO PROFESSIONAL NURSING 3 hours

An introduction to the comprehensive meaning of health and health care. The student is assisted in developing a beginning understanding of the role of the professional nurse, and the skills common to all areas of professional practice.

†57:58. PRINCIPLES OF NURSING PRACTICE 4,4 hours

A course designed to teach broad concepts of patient response to illness and treatment and to assist in the development of skills needed in applying the principles from the physical, biological and social sciences as nursing efforts are made to assess needs; to plan and to lead in providing appropriate patient care. Completion of the Standard First Aid course is required.

†115:116. CONCEPTS AND PRACTICE OF NURSING I AND II 13 hours

Prerequisite: Completion of Nursing 57:58.

The theory and practice of nursing in dealing with selected basic needs of man through the life span in promoting health, intervening in illness, and assisting in the rehabilitation continuum.

†124:125. CONCEPTS AND PRACTICE OF NURSING III AND IV 13 hours

Prerequisite: Completion of Nursing 115:116.

Continued theory and practice of nursing with added responsibilities in becoming increasingly self-directive in dealing with selected basic needs of man through the life span in promoting health, intervening in illness and assisting in the rehabilitation continuum. Stress is placed on leadership aspects of the nurse's role.

†166:167. COMMUNITY HEALTH NURSING 6,6 hours

Prerequisite: Completion of Nursing 115:116 and 124:125.

A course which includes concepts and practice of nursing intervention measures with emphasis on total family health within the community; and of nursing intervention for individuals and families who have experienced extreme emotional responses. This course combines Public Health and Psychiatric Nursing.

†180. CONCEPTS AND PRACTICE OF COMPREHENSIVE NURSING 4 hours

Prerequisite: Completion of Nursing 115:116 and 124:125.

A course designed to provide opportunity for the senior baccalaureate student to begin preparation for the expanded role of clinical practitioner in the primary

and ongoing care facility. Enables the student to develop skills in data collection, interpretation, and implementation through history taking, the physical examination (including observation, percussion, palpation, auscultation and other tools), health planning, counseling, and group teaching.

185. TRENDS AND RESEARCH IN CONTEMPORARY NURSING 3 hours

An introduction to research methodology and theory development in nursing. Examination of career choices and expanding goals. Discussion of leadership responsibilities including administrative principles. Pass/fail grade is used.

192. INDEPENDENT STUDY 1-3 hours

Prerequisite: Approval of departmental chairman.

Individual study in a field chosen in consultation with the instructor.

Science 130. PATHOPHYSIOLOGY 3 hours

A study of selected principles of physiology, with special attention to alterations due to the disease process.

†Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three-hour period of weekly practice for one semester or approximately 18 weeks.

ASSOCIATE OF SCIENCE DEGREE PROGRAM OF NURSING

Chairman: Christine Shultz

Faculty—Nancy Crist, Lenna Lee Davidson, Doris Davis, Ellen Gilbert, Cherie Goulard, Nancy Hellgren, Lorella Howard, Bonny Johnson, Marie Krall, Katie Lamb, Virginia Martin, Janet Meyers, Delores Mountz, Maxine Page, Mildred Robbins, Patricia Rushing, Barbara Straight, Elvie Swinson, Mary Lou Ziegenbalg.

ACCREDITATION

The associate of science degree program is accredited by the National League for Nursing. It is registered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing.

PROGRAM

The Associate of Science degree nursing curriculum is designed to provide opportunity for the individual to acquire the competencies needed by a practitioner of nursing.

The program may be completed in two academic years, plus half the summer session. Upon completion of the academic program, the student will receive an Associate of Science degree and will be eligible to write the state board test pool examinations for licensure as a registered nurse.

Clinical experience for the Associate Degree Nursing Program is obtained in several hospitals and other community agencies and is selected on the basis of student need and program objectives. There is close correlation of theory and practice.

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Certain clinical class absences are excusable through the channels explained on page 26. Students may not have unexcused clinical class absences. Should these occur, the student will not be allowed to make them up and will be penalized by a deduction of twenty points. If the number of unexcused absences for the semester in the clinical class exceeds the number of appointments for one week, it will be cause, upon recommendation of the Nursing Department with approval of the Academic Dean, for dismissal from the class.

The graduate will be prepared to provide care which is common, recurring, controlled and immediate in nature.

CURRICULUM

Academy or high school chemistry with a minimum grade of "C" is required for admission to the program. High school chemistry is offered during the summer session.

1. Thirty-five hours in nursing including all nursing courses listed in the bulletin. A minimum grade of "C—" is required in each nursing course, with a minimum GPA in all nursing courses of 2.00.
2. Co-requisite courses in which a grade point average of at least 2.00 is required:

Biology 11, 12; 22	9 hours
Home Economics 2	2 hours
Behavioral Science 20, 54, 55	7 hours
3. Other general education course requirements:

English 1:2	6 hours
Physical Education (activity course)	1 hour
Religion	6 hours
Electives	2 hours
4. Students are required to demonstrate satisfactory performance on general tests as designated by the department.
5. Transfer students planning to graduate from Southern Missionary College in the Associate of Science Nursing Program will take a minimum of 28 semester hours including a minimum of 16 hours of nursing in residence.
6. A licensed practical nurse may challenge Nursing A 1 and II. An ex-Army Medic may challenge Nursing A 1.

11. NURSING A I — FOUNDATIONS OF NURSING

5 hours

Co-requisites: Biology 12, Nutrition 2.

Orientation to the broad concepts of nursing, its heritage and role in our changing society. Maintenance of personal health and well-being is emphasized. The student learns to meet normal health needs of patients, to identify and solve nursing problems, and to apply techniques in giving individualized nursing care. Three hours theory; six hours clinical experience.

12. NURSING A II — NURSING IN PHYSICAL ILLNESS, 1

5 hours

Prerequisite: Nursing A I

Co-requisites: Biology 22; Psychology 55.

A continuation of the principles and concepts of Nursing A I with emphasis on the nursing needs of ill persons and the role of the nurse as a member of the health team. It is designed to provide theory and selected learning experiences that will enable the student to acquire knowledge, understanding and skill needed for the care of persons of all ages who present common nursing problems. Content includes preventive, curative, and restorative aspects of medical and surgical therapy and nursing care. Three hours theory and six hours clinical experience.

23. NURSING A III — NURSING OF CHILDREN

3 hours

Prerequisites: Nursing A I and II.

Emphasis is on family-centered care of the child in health and disease with nursing approaches adapted to the developmental needs of the child. Experience is provided in the hospital and other community agencies. Two hours theory; three hours clinical experience.

65. NURSING A IV — MENTAL HEALTH NURSING

4 hours

Prerequisites: Nursing A I, II.

Co-requisite: Psychology 54.

A study of the psychological, physical, and communicative needs of all age groups with a twofold emphasis: to increase the student's self-understanding and to care for the mentally ill. The primary therapeutic agent for patient care is the student's use of self with the understanding that individual feelings and attitudes affect behavior. Two hours theory and six hours clinical experience.

66. NURSING A V — MATERNAL-CHILD NURSING

6 hours

Prerequisites: Nursing A I, II.

Co-requisite: Psychology 54.

Focuses on individual and family needs during the maternity cycle. Selected complex nursing needs of the child are studied. Guided experience in a variety of agencies dealing with maternal and child care provides opportunity for the student to gain skill in this area of nursing. Four hours theory and six hours clinical experience.

***67. NURSING A VI — NURSING IN PHYSICAL ILLNESS, 2**

5 hours

Prerequisites: Nursing A I, II.

A study of the nursing needs of patients in all age groups with more complex nursing needs. Preventive and rehabilitative aspects of care and more advanced nursing problems are explored. In guided health agency experiences, the student develops increased ability to recognize situations which demand resourceful and imaginative thinking and to identify and seek solutions to individual patient needs. Six hours theory and fifteen hours clinical experience for one-half semester.

68. NURSING A VII — NURSING IN PHYSICAL ILLNESS, 3

6 hours

Continuation of Nursing A VI.

79. NURSING A VIII — TRENDS IN NURSING

1 hour

Study of the influence of social, political, religious, health and scientific movements on the progress of nursing. Study of current concepts in nursing care. Orientation to the problems and responsibilities of the registered nurse as an individual practitioner, a member of the nursing profession and an active member of the community.

*Recorded grade at mid term.

OFFICE ADMINISTRATION

OFFICE ADMINISTRATION

Richard Stanley, Lucile White

The courses in this area of study are designed to prepare students for secretarial and office management positions in denominational institutions, as well as in the business world.

Major: Thirty-six hours for the Bachelor of Science degree, including courses 15, 55, and 72. Business Administration 31, Data Processing 54, and Home Economics 61 are to be taken as cognate requirements. Business Administration 32, 71, 72, 155, 156; and Psychology 1 are highly recommended.

The general education requirements, with the exception of foreign language study, are the same as those listed for the Bachelor of Arts degree.

A student looking forward to service as a medical secretary should plan to take courses 73 and 119. Biology 11 and 12 should be taken as partial fulfillment of the general education natural science requirement. Office Administration 72 may be omitted in pursual of this program.

Minor: Eighteen hours including six hours of upper division credit.

ASSOCIATE OF SCIENCE DEGREE IN OFFICE ADMINISTRATION

Two-Year Curriculum in Office Administration: Sixty-four hours are required for the Associate of Science Degree in Office Administration including Office Administration 15, 55, 61, 72, 76, and Business Administration 31; English 1:2; Physical Education including Health 3 hours; six hours of Religion; six hours of Social Science; and electives sufficient to make a two-year total of 64 semester hours. No credit will be allowed for Typing 13 if one year of typing has been completed in high school. No credit will be allowed for Typing 14 if two years of credit have been obtained in high school.

A student who wishes medical emphasis in the Associate of Science Degree should plan to take courses 73 and 119. Biology 11 and 12 should be taken as partial fulfillment of the general education natural science requirement. Office Administration 72 may be omitted in pursual of this program.

CERTIFICATE IN CLERICAL WORK

One-year curriculum: Thirty-two hours are required for the certificate program, including Office Administration 15, 61, 62, 72, 76, and Business Administration 41; English 1:2; Physical Education, one hour; Religion, three hours; and electives sufficient to make a one-year total of 32 hours.

9. SHORTHAND I

4 hours

The fundamental principles of Gregg Shorthand are presented using the Individual Progress Method. Students will progress on tapes at their own rates. (Shorthand II may be started as soon as Shorthand I is completed.) Five class periods each week.

OFFICE ADMINISTRATION

10. SHORTHAND II

4 hours

Prerequisite: Office Administration 14 or equivalent and Office Administration 9 or equivalent to one unit of high school shorthand.

A continuation of individual progress instruction in which students progress at their own rates. Minimum speed goal is 80 words per minute for five minutes, with a maximum error limit of 20. (Shorthand III may be started as soon as Shorthand II is completed.) Five class periods each week.

13. BEGINNING TYPEWRITING

2 hours

Five class periods each week. One hour laboratory a week is required. Basic keyboard fundamentals; development of manipulative techniques; development of speed and accuracy on straight copy material and problems; introduction to business letters; simple tabulation. For students with no previous training in typewriting. Students with one year of high school typewriting receive no credit. Thirty-five words a minute for 5 minutes is required.

14. INTERMEDIATE TYPEWRITING

2 hours

Prerequisite: Office Administration 13 or equivalent.

Three class periods each week. Two hour laboratory a week is required. Continuation of 13; improvement of basic skills; business letter production; tabulated reports; manuscripts; special business forms. Fifty words a minute for 5 minutes is required.

15. ADVANCED TYPEWRITING

2 hours

Prerequisite: Office Administration 14 or equivalent.

Three class periods each week. Two hour laboratory a week is required. Preparation of final copy from rough drafts; and typing of financial statements, and simple and complex statistical and similar tables, and direct process duplicators. Sixty words a minute for 5 minutes is required.

55. SHORTHAND III AND TRANSCRIPTION

5 hours

Prerequisites: Office Administration 10 and 15.

A continuation of shorthand skill building in which students progress at their own rates. Minimum speed requirement is 90 words per minute for five minutes with a maximum error limit of 22. Emphasis is also given to shorthand transcription with emphasis on mailable transcripts. Seven class periods each week.

61. VOICE TRANSCRIPTION

3 hours

Prerequisite: Freshman Composition; Intermediate Typewriting or the equivalent. A course in the operating of voice-writing equipment emphasizing business English, mailable transcription, and the IBM Executive typewriter.

62. ADVANCED VOICE TRANSCRIPTION

2 hours

Prerequisite: Voice Transcription 61

An advanced course in operating voice-writing equipment in emphasizing mailable transcriptions.

72. OFFICE ADMINISTRATION PROCEDURES

3 hours

Prerequisite: Consent of instructor.

A study of filing systems, grooming, business ethics, and various procedures used by a secretary. Taught in alternate years.

*73. MEDICAL OFFICE ADMINISTRATION PROCEDURES

4 hours

Prerequisite: Consent of the instructor.

A study of filing systems, grooming, business and medical ethics, and procedures used by a medical secretary. Taught in alternate years.

PHYSICS

76. BUSINESS MACHINES

2 hours

Prerequisite: Business Administration 31, or equivalent.

The theory of and practice in the application of the following office machines to accounting procedures; key-driven, printing and rotary calculators, full keyboard and ten-key adding machines, and electronic calculators.

*119. MEDICAL TERMINOLOGY

4 hours

Prerequisites: Office Administration 55, or equivalent.

A study of medical terms—their pronunciation, their spelling, and their meaning. Four class periods each week. Taught in alternate years.

*141. BUSINESS AND OFFICE MANAGEMENT

3 hours

Major emphasis is placed on application of business management principles to the problems of the businessman and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office. Taught in alternate years.

146. BUSINESS COMMUNICATIONS

3 hours

Prerequisite: English 1:2.

A study and application of the modern practices in oral and written business communications. Accuracy in grammar, spelling, and punctuation, and the writing of well-knit sentences and clear paragraphs are taught as a means of effective expression in business-letter writing.

169. SECRETARIAL SEMINAR

3 hours

Practice in and discussion of general office procedures, transcription of letters and business reports from shorthand and from transcription machines, and the use of specialized business vocabularies. Taught in alternate years.

170. THE LEGAL SECRETARY

3 hours

Emphasis is given to studying the terminology and duties of a legal secretary. Pronunciation, spelling, and meaning of legal terms are emphasized. Transcription of mailable documents is stressed. Taught in alternate years.

174. APPLIED OFFICE PRACTICE

1-2 hours

For Office Administration majors and prospective business teachers. This course is based on an activity program which provides practical experience in representative types of office situations. Students wishing emphasis in the medical office area will be placed in a medical organization to receive this experience.

181. PROBLEMS IN OFFICE ADMINISTRATION

1-2 hours

Prerequisite: Open only to seniors majoring in Office Administration.

Problems are assigned according to the experience and interests of the student.

Edu. 167. SPECIAL METHODS OF TEACHING BUSINESS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

PHYSICS

Ray Hefferlin, Henry Kuhlman, Robert McCurdy

Physics bridges the gap between mathematics and logic on one hand, where absolute certainty can be obtained about abstract ideas, and most of human thinking on the other hand, where only tenuous knowledge exists about the solutions to very real and pressing problems. Physics

attempts to obtain progressively more precise solutions to clearly defined problems more and more representative of the real world. This attempt includes modeling, simulation and control using numerical, analytical, analog and experimental methods. It not only presents the possibility of a challenging career, but also contributes heavily to the life-experience of non-technical people.

The department is concerned with the preparation of technically-minded students for challenging careers in pure physics or in physics applied to other fields. It is attempting to demonstrate to non-technical students the value of using physics in their areas of interest (courses 1, 31, 32 and 33). It is committed to exploring with all students the areas where physics touches on religious and ethical values (courses 11, 38 and 126). Throughout it makes extensive use of the excellent digital computer facilities at SMC.

Students planning to do graduate work in computer science should consult with the department head as early as possible to facilitate meeting graduate school entrance requirements. Proper use of 183r will fulfill requirements.

Major: Thirty hours for the Bachelor of Arts, including courses 61:62, 101 and 126 (Physics section) and 54 (Computer Science section) and excluding other courses in Computer Science.

Major: Forty hours for the Bachelor of Science, including no more than three hours from courses numbered below 51 in the Physics section. Course 54 in the Computer Science section is applicable. General Education requirements for the B.S. in Physics are the same as those for the B.A. except that no foreign language is necessary.

Minor: Eighteen hours, including six hours upper biennium, with no courses numbered above 54 in the Computer Science section.

Minor in Computer Science: Eighteen hours including 140 or 150. Course 183r in the Physics section is applicable. Permission of the department head should be sought for variations in this minor requirement. This minor is compatible with either major in Physics.

PHYSICS

1. INTRODUCTION TO PHYSICS

3 hours

A general education course stressing the methods of physics, the application of physics and laboratory work which can be done with simple materials. Laboratories include the use of calculators and the computer to do arithmetic, the estimation of numerical quantities and errors, and the construction of apparatus with which to make observations. Does not apply on major or minor in physics. Two hours lecture, three hours laboratory each week.

11. DESCRIPTIVE ASTRONOMY: CREATION VS. EVOLUTION

3 hours

Constellations and eclipses, astronomical instruments, time and the date line and calendars, astronomical objects with their motions and distances, energy processes in stars and quasars and pulsars, black holes, the infinity (?) and expansion (?)

PHYSICS

of the universe. Cosmology, the formation and subsequent histories of the solar system and the earth, radioactive and radiocarbon age dating. Life on other worlds. Astronomy and the Bible. This course, dealing as it does with the physical aspects of the history of the earth and universe, complements Biology 132, which deals with the biological aspects. Three hours lecture each week, with the occasional substitution of an observation period.

31. SCIENTIFIC BASIS OF MUSIC

1 hour

A mini-course on the physical phenomena associated with pitch, timbre, beats, loudness, and duration. Physical properties of musical instruments and musical synthesizers. Tone combinations and vibrato. Design and chance in music. Mathematical involvement will be limited to arithmetic solution of simple equations, some of which will be performed by the computer. Two class periods per week for the first half of the semester.

32. PHYSICS OF ART

1 hour

Representation in paintings, of perspective, action, weight, space-time, and atoms. Illusions such as in the work of Escher and in the apparent size of the moon at various heights. Various means of producing three-dimensional impressions. Elements of computer art. Two class periods each week for the second half of the semester.

33. COLOR, SOUND, AND FORCE IN INTERIOR DESIGN

1 hour

Color "addition" and "subtraction." The effects of different lighting. Measurement of lighting. Quality of sound. Echo. Suppression of noise. Measurement of sound and noise. Arches. Mathematics necessary: arithmetic. Two class periods each week for the first half of the semester.

*38. TECHNOLOGY AND SCIENCE IN SOCIETY

1 hour

A general education course stressing the concepts of physics, and their applications to society, without mathematical derivations. "Atomic" weapons and nuclear power, population growth projections, pollution and the environment, mass transportation, computers vs. privacy. The relation of basic research to technology. Ethical responsibilities of the scientist and the public. Two class periods each week scheduled during the second half of the semester.

51:52. GENERAL PHYSICS

3,3 hours

Prerequisite: Mathematics 41.

A general education course stressing the algebraic and trigonometric treatment of mechanics, heat, sound, light, electricity and magnetism, and "modern physics." Applies on the basic science requirement as a non-laboratory science if taken alone, and as a laboratory science if taken with Physics 61:62.

*53:54. EXTRA HOUR OF GENERAL PHYSICS

1,1 hours

Prerequisite: Concurrent or previous enrollment in Physics 51:52; and Mathematics 52.

One class period per week on advanced problems and derivations based upon General Physics.

61:62. GENERAL PHYSICS LABORATORY

1,1 hours

Prerequisite: Previous or concurrent enrollment in Physics 51:52.

Laboratory experience designed to illustrate the material in lectures, to familiarize the student with useful measuring apparatus, and to encourage a systematic development of scientific curiosity, caution, and method.

101. MODERN PHYSICS

3 hours

Prerequisite: Physics 51:52; Mathematics 52.

Continuation and conclusion of Physics 51:52. Relativity, quanta, atomic structure, nuclear properties and radiations, nuclear power, and wave mechanical cal-

culations in one dimension. This course is designed with the needs of chemistry, biology, mathematics and computer science students in mind. The student will use computer programs for relativistic motion, for nuclear decay, and for atomic wave functions. Three hours lecture each week. Research experience is available in course 183r.

***102. PHYSICAL OPTICS**

3 hours

Prerequisites: Physics 51:52; Mathematics 52.

Refraction, reflection, interference, and absorption of light are discussed from the standpoint of the ray and especially of the wave theories of light. Laboratory experience is available in course 183r.

103. KINETIC THEORY

3 hours

Prerequisites: Physics 53:54, Math. 52.

Many properties of gases, liquids, and solids are derived from the assumption that matter is composed of small particles in motion. Three hours lecture each week.

***125. ELECTRONICS**

4 hours

Prerequisite: Mathematics 5, elementary knowledge of electricity.

DC and AC circuits, filters, transducers, solid state devices, power supplies, oscillators, amplifiers, and scientific devices. Designed to be useful to students in the physical sciences and in communications. Two hours lecture and five hours laboratory each week.

126. ISSUES IN PHYSICAL SCIENCE AND RELIGION

3 hours

Prerequisite: One year of high school physics or chemistry or one semester of college physics or chemistry.

Issues in modern physical science including "heat death of the universe," "free will of matter," "annihilation and creation of matter," and the difficulty in visualizing recent models of matter. Evolutionary naturalism as a very current viewpoint. Axiomatics. This course applies to the general education requirement for Science and Mathematics, or Religion. This course may also apply toward a Religion or Physics major or minor. No lab required. Research experience is available in course 183r.

***151. ANALYTIC MECHANICS**

3 hours

Prerequisites: Physics 101, Math. 111.

The motion of a particle in gravitational and other classical fields is attacked using the techniques of differential equations. The behavior of systems of particles, solids, and liquids are discussed. Special functions, vector theorems, transforms, and tensors are introduced as needed. Students will be expected to write software to display solutions to mechanical systems with numerical and analog computers.

161:162. ELECTRICITY AND MAGNETISM

3,3 hours

Prerequisites: Physics 101, Math. 111.

Analysis of electrical circuits. Electrostatic and magnetostatic fields, and the motion of charges therein. Maxwell's equations and the consequent prediction of electromagnetic waves. Applications to modern atomic and nuclear theory are stressed. Complex mapping, vector theorems, transforms, and special functions will be used after being introduced or reviewed. Computer programs will be written for special functions and for particle orbits. Laboratory experience is available in course 183r.

171:172. ADVANCED MODERN PHYSICS

3,3 hours

Prerequisites: Physics 101; Mathematics 111; Concurrent enrollment in Physics 151 and 161:162, and Mathematics 112 and 146.

An advanced treatment of atomic and nuclear physics, elementary particles, wave mechanics, relativity, and other topics on the frontiers of physics. Research experience is available in course 183r.

PHYSICS

ADVANCED EXPERIENCE COURSES

183r. ADVANCED LABORATORY, PROBLEMS AND RESEARCH

1-3 hours

Prerequisite: Consent of instructor.

This course consists of individual or group work adjusted to meet particular needs in Physics or Computer Science. Approval must be secured from the department head prior to registration. May be repeated for credit up to six hours.

Edu. 167. SPECIAL METHODS OF TEACHING PHYSICS

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

COMPUTER SCIENCE

46. NUMERICAL COMPUTATIONS LABORATORY

1 hour

Prerequisites: Computer Science 44, taken concurrently with or following Mathematics 51 and 52.

An algorithmic and numerical approach to various topics in Calculus using the digital computer. Should be taken concurrently with or following Mathematics 51 and 52. Will not be offered after 1974-75.

54. INTRODUCTION TO COMPUTING

3 hours

An introduction to computer usage. Use and application of existing programs selected from many fields of interest. Information storage, editing and retrieval. Basic programming, programs and program structure.

55. FORTRAN AND ALGORITHMIC LANGUAGES

3 hours

Prerequisites: Computer Science 54 or permission of instructor.

Syntax and semantics of arithmetic expressions and statements. Precedence hierarchy of arithmetic operations and relational operators. Global properties of algorithmic languages including scope declarations, storage allocation, grouping of statements, and subroutines. List processing, string manipulation, data description, and simulation languages.

67r. COMPUTER SCIENCE TOPICS

1 hour

Topics selected from machine architecture, organization, machine language, special purpose high level languages, trends in computer science; selected current literature and problems. May be repeated up to three hours.

70. INTRODUCTION TO COBOL PROGRAMMING

3 hours

Prerequisites: Computer Science 54.

Semantics and syntax of Cobol. Emphasis is placed on business problems using the Cobol Language.

75. SYMBOLIC ASSEMBLER LANGUAGE

3 hours

Prerequisites: Computer Science 54 or the permission of the instructor.

Computer structure, machine language, instruction execution, addressing techniques, and digital representation of data. Computer systems organization, Symbolic coding and assembly systems and program segmentation and linkage. Systems and utility programs, programming techniques, and recent developments in computing. Several computer projects to illustrate basic machine structure and programming techniques.

140. DATA STRUCTURES

3 hours

Prerequisites: Computer Science 55 and 75.

Basic concepts of data. Linear lists, strings, arrays, and orthogonal lists. Repre-

sentation of trees and graphs. Storage systems and structures, and storage allocation and collection. Multilinked structures. Formal specification of data structures, data structures in programming languages, and generalized data management systems.

150. SYSTEMS PROGRAMMING

3 hours

Prerequisites: Computer Science 55 and 75.

Review of batch process systems programs, their components, and operation characteristics. Implementation techniques for parallel processing of input-output and interrupt handling. Overall structure of multiprogramming systems on multiprocessor hardware configurations. Addressing techniques, core management, file system design and management, system accounting, and other user-related services. Traffic control, interprocess communication, design of system modules, and interfaces.

RELIGION

Douglas Bennett, Robert Francis, Jerry Gladson, Frank Holbrook,
Albert Liersch, Ronald Springett*, Edwin Zackrison

The Department of Religion offers two majors to provide for the diversified interests and ambitions of students. A Bachelor of Arts degree in theology serves candidates for the ministry of the Seventh-day Adventist Church, providing the undergraduate academic preparation for the Theological Seminary of Andrews University, Berrien Springs, Michigan. Beyond this, the department offers a Bachelor of Arts degree in Religion for students who may be preparing to serve as a secondary teacher, Bible Instructor, Chaplain's Assistant, residence hall dean in denominational institutions, and those who may be preparing for various other professions, such as medicine, dentistry, and law.

Beyond these objectives, the department is also endeavoring to help both the major and non-major students develop a personal religious life in commitment and service as well as to enhance their appreciation and understanding of God as Creator and Redeemer. It also seeks to enlarge the student's appreciation and comprehension of the Bible as the infallible rule of faith and practice for the Christian.

Religion Major—Thirty hours in the categories designated Bible and Religion including Bible 10; 131, 132; 151, 152; 165, 166 and Religion 50 and 192. Physics 126 will also apply.

Those interested in secondary teaching will also fulfill the following cognate requirements: Greek 31:32; 101:102. Ministry of Music 65 and History of the Christian Church 155, 156 are recommended to fulfill the General Education requirements in Fine Arts and Social Sciences.

Students desiring to prepare for secondary teaching should work closely with the Education Department in meeting certification requirements as approved by NCATE. A sequence schedule of required and recommended courses is available in the Department of Religion.

Students preparing to serve as Bible Instructors will take the thirty-hour Religion major. Religion 73 will be a cognate requirement. Greek may be elected in meeting the foreign language require-

RELIGION

ment. In place of a minor, a second major is recommended to be worked out in counsel with the chairman of the department. A schedule of recommended courses is available upon application to the Department of Religion.

Students looking toward the ministry must make initial application to the Committee on Ministerial Recommendations during the second semester of their sophomore year. Information and application forms for this purpose will be supplied by the Department of Religion. The favorable action of the Committee on Ministerial Recommendations will be prerequisite to acceptance and/or sponsorship to the Theological Seminary, or to appointment to field responsibility in the ministry of the Seventh-day Adventist Church.

During the first semester of their senior year, all ministerial majors will be required to take a comprehensive written examination embracing the basic principles of Christianity and the Seventh-day Adventist faith. One who fails to perform satisfactorily may be required to do some personal study, under the direction of the department, in order to meet the approval of the Ministerial Recommendations Committee.

Theology Major—The candidate for the Ministry will take thirty hours in Bible and Religion including Bible 10; 131, 132; 151, 152; 165, 166; Religion 50 and 192. Physics 126 will also apply. He will also take the following Applied Theology minor:

Minor—Applied Theology:

Speech 113, 117, or 118	3 hours
Applied Theology 119:120 (Homiletics)	4 hours
Applied Theology 73 (Christian Witnessing)	3 hours
Applied Theology 170 (Pastoral Ministry)	3 hours
Applied Theology 171 (Evangelistic Methods)	2 hours
Education 45	
(Principles and Organization of Education)	3 hours

General Education Subjects: (For Theology Students only.)

Applied Arts (Accounting 31 or Introduction to Business 41)	3 hours
Music 65 (Ministry of Music)	3 hours
College Composition	6 hours
Foreign Language (Greek 31:32; 101:102)	14 hours
Introduction to Public Speaking (Speech 1)	2 hours
Humanities 50	4 hours
Literature	3 hours

RELIGION

Physical Education and Health	4 hours
Science and Mathematics (including 6 hrs. lab. courses)	12 hours
Social Science	17 hours

15 hours of history, including courses 1, 2 (Survey of Civilization); 155, 156 (History of the Christian Church); 3 hours History elective; and Sociology 82 (Marriage and the Family).

Minor—Religion: Eighteen hours in Bible and Religion including 10, 50, 165 and 166. Physics 126 may also count toward the minor.

Optional Minors: Due to the arrangement of required subjects for the ministerial student, two additional minors may be easily obtained if desired.

Biblical Greek: Eighteen hours including Biblical Languages 31:32; 101:102; and 180: 181.

History: Eighteen hours including either (a) History 1, 2; 51; 132; 155, 156; or (b) History 1, 2; 53, 54; 155, 156.

Summer Field Programs: The major feature of the summer field programs of the Department of Religion is the evangelism field school conducted under the auspices of the Department and offering 5 hours of credit in the course, Pastoral and Evangelistic Ministry, 170.

Additional programs for the individual student and student teams may be available by recommendation of the Department of Religion to the several conferences of the Southern Union Conference territory.

Details concerning the field school and the associated programs and application forms for the same, are available through the Department of Religion.

BIBLE

9. INTRODUCTION TO ADVENTIST BELIEFS

3 hours

An introductory course in the teachings of the Seventh-day Adventist Church, especially provided for those students who have come from non-SDA secondary schools or colleges. One of the purposes of this course is to acquaint the student with the Biblical philosophy undergirding the various courses in this college. This course does not apply toward a major.

10. LIFE AND TEACHINGS OF JESUS

3 hours

A study of the life, ministry, and teachings of Jesus with special emphasis upon His teachings as they apply to the personal, social, and religious problems of the individual.

19. ADVENTIST BELIEFS

3 hours

An investigation of the Biblical teachings held by the Seventh-day Adventist Church. This course will involve a thorough study of the major teachings with a view to enhancing the student's understanding and ability to provide Biblical support for his faith. This course is not open to those who have taken Religion 9.

131. OLD TESTAMENT STUDIES

3 hours

An introduction to the Pentateuch, historical books, and the Psalms. Attention will be given to important themes and their application today.

RELIGION

132. OLD TESTAMENT STUDIES

3 hours

An introduction to the Major and Minor Prophets, wisdom literature, and the Apocrypha.

151, 152. PAULINE EPISTLES

3,3 hours

An exegetical study of the Pauline epistles in the order of their composition, including a background survey of the book of Acts.

165. STUDIES IN DANIEL

3 hours

Recommended: History 1, 2.

A comprehensive study of the great prophecies of the book of Daniel and their lessons for our day, including a survey of its background and historical setting. Special attention is given to the defense of the book against modern critics.

166. STUDIES IN REVELATION

3 hours

Recommended: History 1, 2.

A study of the prophecies and symbolisms of Revelation with their historical fulfillments and their intimate relationships to the prophecies of the book of Daniel. Some consideration will be given to a study of the history of interpretation of the Apocalypse.

Edu. 167. SPECIAL METHODS OF TEACHING BIBLE

2 hours

Prerequisite: Admission to Teacher Education.

Attention is given to methods and materials of instruction, planning, testing, and evaluating student performances, the survey and evaluation of textbooks.

RELIGION

14. STUDIES IN LAST-DAY EVENTS

3 hours

The purpose of this course is to alert the student to a wealth of prophetic material which describes the final events of earth, and to help the student better understand the character of God, and man's role in the closing events.

50. FOUNDATIONS OF THE ADVENT MOVEMENT

3 hours

A study of the world-wide advent emphasis of the early nineteenth century and the subsequent development of the Seventh-day Adventist church and faith, and of the contributory role played by the spiritual gift of prophecy in its development.

150. SANCTUARY AND ATONEMENT

3 hours

The study of the underlying principles of the plan of salvation as revealed in the sanctuary services of the Old Testament.

*155. CHRISTIAN PHILOSOPHY

3 hours

An examination and defense of the Christian philosophy in the setting of current philosophical trends. Taught during alternate years.

*157. COMPARATIVE RELIGIONS

3 hours

Theological study of the major Christian and non-Christian religions of the world, including a survey of the history and the distinctive characteristics of each. Taught during alternate years.

192. SEMINAR IN CHRISTIAN THEOLOGY

3 hours

An advanced seminar in the area of Systematic Theology dealing with current theological issues.

RELIGION

APPLIED THEOLOGY

73. CHRISTIAN WITNESSING

3 hours

Prerequisite: Religion 19 recommended.

The nature and methods of witnessing are considered in this course. Methods of personal evangelism are studied, including the art of presenting Bible studies. An investigation of certain militant churches will be evaluated, and some problem Biblical passages examined. Field work required. This course may be fulfilled in a summer externship program when satisfactory arrangements have previously been made with the Religion Department.

85. HEALTH EVANGELISM

3 hours

A study of the rationale, approach, and procedure of Health Evangelism. Attention will be given to basic health education and current methods of doing evangelism from a "better living" standpoint. Recommended for those interested in inner-city evangelism.

93. LAY-LEADERSHIP

2 hours

A study of the structural organization of the Seventh-day Adventist Church. Special emphasis will be given to the role of the members in their work with the departments of the local church.

119:120. HOMILETICS

2,2 hours

Prerequisites: Speech 1 and Speech 113, 117, or 118.

Training in the preparation and presentation of the various types of talks and addresses the Christian worker or preacher is called upon to give. One hour lecture and two hours laboratory each week. Three field trips required.

170. PASTORAL MINISTRY

3 hours

A study of the pastor's role in relation to the conference, the local congregation, and the community. Attention will be given to an analysis of the various departments in the church and to a study of methods of operating the church and its departments most efficiently. Field work with the churches will be required. The course may also be taken in connection with the Summer Field Schools of Evangelism, or may be fulfilled in a summer externship program, when acceptable arrangements have previously been made with the Religion Department.

171. EVANGELISTIC METHODS

2 hours

A study of the principles employed in conducting public evangelistic meetings. The student will learn how to plan, develop, and conduct an evangelistic series. This course is available also in connection with the Summer Field School of Evangelism, and may also be fulfilled in an externship program when satisfactory arrangements have previously been made with the Religion Department.

BIBLICAL LANGUAGE

31:32. ELEMENTS OF NEW TESTAMENT GREEK

4,4 hours

A study of the grammar and syntax of the vernacular *koine* Greek of New Testament times, with readings in the Epistles of John.

101:102. INTERMEDIATE NEW TESTAMENT GREEK

3,3 hours

A course in advanced studies, grammar and syntax of *koine* Greek with translation of readings from the Gospel of John, the Synoptics and the Pauline Epistles.

180:181. GREEK EXEGESIS

2,2 hours

Prerequisite: Greek 101:102.

A course in exegesis of selected passages from the Synoptic Gospels, Pauline and General Epistles, based on a grammatical and syntactical analysis of the original text with an introduction to textual criticism.

NON-DEPARTMENTAL COURSES

AVIATION

- 75. AVIATION FUNDAMENTALS I** 2 hours
76. AVIATION FUNDAMENTALS II 2 hours

GARDENING

- 32. INTRODUCTION TO GARDENING** 2 hours
A study of the various aspects of gardening emphasizing soil building, fertilizers, disease and pest control, plant propagation and landscaping. Each student will have a plot of ground which he will prepare and plant. One hour lecture and three hours laboratory each week.

HUMANITIES

- 50. HUMANITIES** 4 hours
An integrated study of Art, Literature, and Music as related to man's concern and aspirations.

READING

- 56. RAPID READING** 2 hours
Prerequisite: Reading Techniques or permission of instructor.
A course designed to teach students how to comprehend material at rapid reading rates. The goal is to triple reading rate and improve comprehension.

SELF SUPPORTING WORK

- 23. PRINCIPLES OF SELF SUPPORTING WORK** 2 hours

DEGREE IN MEDICAL TECHNOLOGY

Advisor: Henry Kuhlman

Students interested in a career in medical technology should complete three years of college in residence and twelve months of clinical training at a hospital whose program is approved by the Board of Schools, American Society of Clinical Pathologists. Upon completion of the clinical program, the degree Bachelor of Science with a major in Medical Technology is conferred by Southern Missionary College.

Candidates for the Bachelor of Science degree from SMC with a major in Medical Technology must complete the following requirements:

Biology (Including 22, 47, 48)	16 hours
Chemistry (Including 11:12, 113)	16 hours
Physics 51:52 and 61:62	8 hours
Mathematics 41	4 hours

NON-DEPARTMENTAL COURSES

History	6 hours
English (Including 1:2 and 3 hours Literature)	9 hours
Physical Education (activity)	2 hours
Religion (Including 3 hours upper division)	9 hours
Behavioral Science (upper division)	3 hours
Humanities	4 hours
Electives	19 hours
Total	96 hours

The minimum grade point average in required mathematics-science courses is 2.25. The total overall grade point average must be at least 2.00. (To affiliate at most hospitals, a minimum grade point average of 2.50, both overall and in mathematics-science, is required.) A maximum of four hours of grades less than C- in mathematics and science will be accepted. At least 20 of the 96 hours must be upper division.

Since the admission requirements of affiliating hospitals differ widely, the student should consult the bulletin of the hospital of his choice and follow its prescribed requirements.

PRE-PROFESSIONAL CURRICULA

Pre-professional and pre-technical curricula are offered in a wide variety of fields. Below are listed the curricula most frequently chosen. If other pre-professional programs are desired, faculty advisers are prepared to assist the student in working out a satisfactory sequence of courses needed to meet the admission requirements of the chosen professional school.

DENTISTRY

Advisors: M. D. Campbell, H. H. Kuhlman

Although preference will be given to students with a broad academic experience, a minimum of two years of college work is required for admission to schools of dentistry. Students seeking admission to the Loma Linda School of Dentistry would do well to consider the advantages of a four-year degree program. A minimum grade point average of 2.5 (C=2.00) should be maintained in both science and non-science courses. The following courses must be included to meet the minimum requirements for admission to the Loma Linda University School of Dentistry:

Biology 47, 48 and 145	11 hours
Chemistry 11:12; 113:114	16 hours
English 1:2	6 hours
Industrial Education 15	4 hours
Mathematics 51	4 hours
Physics 51:52 or 93:94; 61:62	8 hours
Physical Education	2 hours
Religion	8 hours

DENTAL HYGIENE

Advisors: M. D. Campbell, H. H. Kuhlman

A career as a dental hygienist is of special significance to young women desiring employment as dental assistants. Students planning to take the Dental Hygiene program at Loma Linda University should take two years of college work (64 semester hours) including the following courses:

Behavioral Science (psychology and sociology)	6 hours
Biology 47, 48 and 22	11 hours
Chemistry 11:12	8 hours
English 1:2	6 hours
History 53, 54	6 hours
*Humanities (including two areas: fine arts, English foreign language, Humanities 50, philosophy)	10 hours
Physical Education 22	2 hours
Religion	6 hours
Speech	2 hours

*Humanities may be selected from Art 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93:94.

PRE-PROFESSIONAL CURRICULA

DIETETICS

Advisors: Kenneth I. Burke, Thelma Cushman

The student preparing for a career in dietetics must complete two years of college work prior to admission to the Loma Linda University School of Allied Health Professions. The Bachelor of Science degree is conferred by Loma Linda University upon completion of two additional years of professional training. The following pre-professional courses must be included in the student's academic program.

Behavioral Science 1, 20	6 hours
Biology 12, 22	6 hours
Business Administration 31, 72	6 hours
Chemistry 7:8	6 hours
English 1:2	6 hours
History 1	3 hours
Literature, Fine Arts, or Foreign Language	3 hours
Mathematics 5	3 hours
Home Economics 1, 2, 4, 50, 126	9 hours
Physical Education (two activity courses)	2 hours
Religion	9 hours
Speech	2 hours
Electives (in consultation with advisor)	3 hours

ENGINEERING

Advisor: Norman Peek

Walla Walla College has established an affiliation in engineering with SMC whereby up to two years of the engineering program may be taken on the SMC campus and the remaining two years at Walla Walla. This program is fully accredited with the Engineers Council for Professional Development, and offers emphasis in one of three areas: Mechanical, Electrical, and Civil. The engineering enrollment at WWC has been over one hundred for several years, with about twenty graduating annually. In order to complete this program at WWC without loss of time, the following courses should be completed during the first two years at SMC with a minimum GPA of 2.25:

Humanities/Social Studies	4-6 hours
Physical Education	2 hours
Religion or Bible	8-9 hours
English 1:2	6 hours
Industrial Education 1	4 hours
Mathematics 41, 51, 52, 82, 152	18 hours
Chemistry 11:12	8 hours

PRE-PROFESSIONAL CURRICULA

Computer Science 44, 55	4 hours
Physics 51:52, 53:54, 61:62	10 hours
Electronics 70	4 hours

LAW

Advisor: Jan Rushing

The student interested in the study of law as a profession should become acquainted with the entrance requirements of various law schools. A free copy of the brochure entitled "Law School Admission Test" may be secured by writing to the Educational Testing Service, Box 944, Princeton, New Jersey 08540. This will make possible the planning of a pre-professional program which will qualify the student for admission to several schools. Although admission is granted by some schools to gifted students after three years of college, it is wise to plan a degree program with a major and minor preference in business administration (including accounting), economics, social science, mathematics or English. Certain courses recommended by all institutions include: American history, freshman composition, principles of economics, American government, creative writing, principles of accounting, English history, business law, speech, and mathematics.

The student is advised to obtain the booklet "Law Schools and Bar Admission Requirements" published by the Section of Legal Education and Admissions to the Bar, American Bar Association, 1155 East 60th Street, Chicago, Illinois, which provides information concerning the desired pre-professional backgrounds.

MEDICAL RECORDS LIBRARIANSHIP

Advisor: Richard Stanley

Students who desire to obtain a Bachelor of Science degree in Medical Records Librarianship should complete two years of general education course work at Southern Missionary College and then proceed to Loma Linda University to concentrate on Medical Records Administration subjects during the junior and senior years. The pre-professional curriculum should include the following courses:

Biology 11, 12	6 hours
English 1:2	6 hours
Humanities (Select from at least two fields: fine arts, foreign language, Humanities 50, literature, philosophy, and speech)	12 hours
Religion	9 hours
Social Science: Psychology 1. Select from: anthropology, economics, geography, history, or sociology	12 hours
Typing (college credit or typing proficiency of 50 wpm for 10 minutes).	
Electives sufficient to make a total of 64 hours.	

PRE-PROFESSIONAL CURRICULA

MEDICINE

Advisors: M. D. Campbell, H. H. Kuhlman

Medical colleges, as a rule, require the completion of academic requirements for a baccalaureate degree. Along with the completion of stated admission requirements, a broad college program of liberal education is preferred to give balance to professional studies and later service.

Applicants for admission to the Loma Linda University School of Medicine are expected to maintain a grade point average of at least 3.00 (B) in both science and non-science courses. The following courses must be included in the applicant's academic program.

Biology 47, 48	8 hours
Chemistry 11:12; 113:114	16 hours
English 1:2	6 hours
Mathematics 51	8 hours
Physics 51:52; 61:62	8 hours
Religion	12 hours

OCCUPATIONAL THERAPY

Advisor: Robert Garren

Two years of college work are required for admission to the Loma Linda University School of Occupational Therapy. The Bachelor of Science degree is conferred by Loma Linda University upon completion of two additional years of professional training. The pre-professional curriculum should include the following courses:

Anthropology or Sociology	3 hours
Behavioral Science (including Psychology 1)	6 hours
Biology 11, 12, 22	9 hours
Chemistry 7:8 or Physics 51:52 (with lab.)	6-8 hours
English 1:2	6 hours
Humanities (including speech and one or more of the following: fine arts, foreign language, hu- manities 50, literature, philosophy)	8 hours
Physical Education	2 hours
Psychology	6 hours
Religion	9 hours

Information concerning occupational therapy opportunities, etc., may be obtained by writing the American Occupational Therapy Association, 250 West 57th Street, New York City 19, New York.

PRE-PROFESSIONAL CURRICULA

OPTOMETRY

Advisor: Ray Hefferlin

The requirements for admission to the schools and colleges of optometry vary. However, in all schools emphasis is placed on mathematics, physics, chemistry, biology, or zoology. Some schools require additional courses, such as psychology, social sciences, literature, philosophy and foreign language.

The minimum of two years of preoptometric study may be pursued on this campus.

For further information on a career in optometry, and for assistance in planning a course of study in preoptometry, make inquiry at the office of Dr. Ray Hefferlin.

Direct individual inquiries are welcomed by the American Optometric Association, Division of Education and Manpower, 7000 Chippewa Street, St. Louis, Missouri 63119.

Biology 47, 48 and 22	11 hours
Chemistry 11:12	8 hours
English 1:2	6 hours
Mathematics 41	4 hours
Physics 51:52; 61:62	8 hours
Psychology 1	3 hours
Religion	8 hours
Electives (should include courses in social science, literature, speech, fine arts, and additional hours in mathematics and biology).	14 hours

OSTEOPATHIC MEDICINE

Advisors: M. D. Campbell, H. H. Kuhlman

Over the past several years numerous graduates of Seventh-day Adventist undergraduate colleges have attended the Kansas City College of Osteopathy and Surgery in full religious harmony, and now serve as physicians in local conference and foreign missions. The requirements for admission are:

Baccalaureate degree	
Minimum of 2.4 (B-C) average	
M.C.A.T. and M.M.P.I. test results	
Chemistry (General, Qualitative, Organic)	13-18 hours
Biology (Zoology, Embryology)	8 hours
Physics,	8 hours
English,	8 hours

PRE-PROFESSIONAL CURRICULA

Electives as needed to complete the degree. Genetics, Statistics and Physical Chemistry will prove helpful if your program permits.

For detailed requirements and a college catalog write to 2105 Independence Avenue, Kansas City, Missouri 64124. For denominational information write to the Secretary-Treasurer of the National Association of Seventh-day Adventist Osteopathic Physicians (NAS-DAO), 8410 Willow Way, Raytown, Missouri 64138 or your Local, Union, or General Conference Medical Secretary.

PHYSICAL THERAPY

Advisor: Delmar Lovejoy

Two years of college work is required for admission to the Loma Linda University School of Physical Therapy. After the completion of two additional years of professional training, the Bachelor of Science degree is conferred by Loma Linda University. The following courses should be included in the pre-physical therapy curriculum to qualify for admission to L.L.U. Students not having had high school physics must enroll in college physical science.

Behavioral Science 1, 20	6 hours
Biology 47, 48	8 hours
Chemistry 7:8 or 11:12	6 hours
English 1:2	6 hours
History	3 hours
Humanities (including two areas: fine arts, foreign language, Humanities 50, literature, philosophy, speech)	8 hours
Physical Education	2 hours
Religion	9 hours
Electives sufficient to make a total of 64 hours.	

(If the student has taken no high school physics, he will need one semester of college physics with lab.)

VETERINARY MEDICINE

Advisor: Edgar Grundset

Since admission requirements vary, the student should obtain a list of the accredited veterinary colleges by writing to American Veterinary Medical Association, 600 South Michigan Avenue, Chicago 5, Illinois.

As a rule, most schools of veterinary medicine require two years of college work. Upon completion of four additional years of pro-

PRE-PROFESSIONAL CURRICULA

fessional study, the student should be eligible for the Doctor of Veterinary Medicine. The student is advised to acquaint himself with the entrance requirements of the professional school of his choice.

X-RAY TECHNOLOGY

Advisor: Henry Kuhlman

The Loma Linda University School of X-ray Technology requires the following hours of college work for admission:

Behavioral Science 1 or 20	3 hours
Biology 11, 12	6 hours
Chemistry 7:8	6 hours
English 1:2	6 hours
Mathematics 36 (recommended)	3 hours
Physics 1	3 hours
Religion	3 hours
Electives	2 hours

A list of approved schools of X-ray technicians may be obtained by writing to the American Society of X-ray Technicians, 16 Fourteenth Street, Fond du Lac, Wisconsin.

SOUTHERN MISSIONARY COLLEGE

Student Financial Information

1974-75

Planning for college requires careful consideration of a number of new responsibilities. Financial planning is not the least of these. A college education in a Christian school is a valuable experience. Education costs in general are increasing each year and Southern Missionary College has not been exempt from these rising costs although costs are still below the national average for private colleges.

SMC has made a large investment in vocational and auxiliary enterprises making it possible for those students who have limited financial assistance to work and defray a substantial portion of their school expenses.

STUDENT FINANCIAL BUDGET AND CAMPUS EMPLOYMENT

Each applicant must submit before registration time a financial budget on the form provided with his application to Southern Missionary College.

When a student is accepted under an approved budget which requires on-campus labor, the Director of Student Finance will make a reasonable effort to assist that student in finding work to the extent called for in the student's budget. The student is not to regard this acceptance as a guarantee that he shall be provided with work. It is the student's responsibility to make a personal effort to secure employment, to prove that he can render valuable service on the job, and to arrange a class schedule that is compatible with a reasonable work program.

Community students are considered on a cash basis, and it shall be understood that students living in residence halls will be given employment preference in the assignment of work opportunities in the auxiliary and vocational enterprises operated by the College.

ADVANCE PAYMENT

All students are required to make an advance payment at or before registration. The advance payment for all students registering for five or more semester hours is \$400 for students residing in college housing, \$300 for others (\$75 of the advance payment is applied toward the General Fee). Those students who register for less than five semester hours may pay the total tuition charge in advance in lieu of the advance payment.

The balance of the advance payment \$325 less any housing charge (see Housing Deposit) is credited to the student's account at the close of the school year or under certain conditions upon his withdrawal from school.

FINANCIAL INFORMATION

Married Couples as Students—When a married couple enrolls for a combined total of seventeen hours or less of school work, they shall be charged tuition as one person and only one advance payment.

HOUSING DEPOSIT

Before a housing or room reservation may be made, \$50 of the advance payment must be paid as a housing deposit. Tentative reservations may be made without a deposit before July 15; however, the deposit must be made by that date in order to hold the reservation. After July 15 requests for reservations must be accompanied by the \$50 payment.

If notice of nonattendance is given to the College by August 1, one-half of the housing deposit is refundable. After August 1 no refund of the payment will be made, except as provided for in the following paragraph.

Students who register at the college and remain in residence a minimum of thirty days are eligible for deposit refunds which will be credited to their final statements. Costs of repairing damages to dormitory rooms and college apartments and of cleaning apartments and rooms that are not left in good condition will be charged to the students and deducted from the housing deposits.

TUITION

The schedule of tuition and general fee charges is as follows:

<i>Semester Hours</i>	<i>Semester Tuition*</i>	<i>Tuition Both Sem.</i>	<i>General Fee**</i>	<i>Grand Total***</i>
1-7	\$ 70 per hour		None	
8-11	70 per hour		\$75	
12-16	980	\$1960	75	\$2035
Over 16	980 plus \$70 per add. sem. hr.		75	

Summer school (1974): \$60.00 per semester hour.

* Audit: Tuition for audited courses will be charged at one-half the rate as courses taken for credit.

* See Tuition Refunds.

** The General Fee charged to students registering for the second semester only is \$60 for those registering for eight or more semester hours.

** The general fee, which is included with the advance payment, is refundable only if a student, entering in September, drops classwork on or before September 30. It is refundable to those students entering second semester who drop their classwork on or before February 15.

** A refund of \$15 of the General Fee is made to students who complete all requirements for graduation at the end of the first semester.

*** It is assumed that the students will pursue course loads equal to their financial and scholastic ability. Those residing in the residence halls or as married students living in other college housing are required to take a course load of at least eight semester hours, which is one half of a full-course program. The student should observe that the most economical tuition rates are applied to full-course loads.

FINANCIAL INFORMATION

Tuition for the first semester is divided equally ($\frac{1}{4}$ each) between the months of September, October, November, and December. Tuition for the second semester is divided equally ($\frac{1}{4}$ each) between the months of January, February, March and April.

MUSIC TUITION

The charge for private music instruction is \$70.00 per semester for a minimum of 14 one-half hour lessons. In addition to private instruction in voice, classes of three or more students may be arranged at a cost per student of \$50 per semester. All persons who wish to take music must enroll for it at the Admissions Office even if they are not taking it for credit or if music is all they are taking. There is a \$5 registration fee for those who are taking music only.

Students are expected to enroll for private lessons or class instruction in an instrument or voice by the semester. Refunds will be allowed only when the instructor is not available for lessons. Music majors will not be charged for private music instruction in their applied major during their last two years in residence but will be charged tuition at the regular rate.

TUITION REFUNDS

A student may drop all classes within one week after registration with a \$25 tuition charge. Subsequent to that time students who drop all classes will be charged tuition on a prorated basis based on an 18-week period.

During the first week following registration, students may make necessary changes in their class programs without charge. After this a fee of \$5 will be assessed for each change in the course program. After three weeks following registration there will be no reduction in tuition charges for classes dropped for the remainder of the semester.

STATEMENTS AND METHOD OF BILLING

Statements will be issued about the 5th day of each calendar month covering transactions through the end of the preceding month. The balance due the college is to be paid by the 25th of the month for discount privileges. Should a student's account be unpaid by the 15th of the succeeding month his registration may be cancelled until such time as the balance is paid or satisfactory arrangements are made.

EXAMPLE OF CREDIT POLICY

Period covered by statement	October 1-31
Approximate date of billing	November 5
Discount period ends	November 25
Class attendance severed if still unpaid	December 15

The above schedule of payment must be maintained since the College budget is based upon the 100 percent collection of student

FINANCIAL INFORMATION

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FINANCIAL INFORMATION

charges within the thirty-day period following date of billing. A student may not take semester examinations, register for a new semester, or participate as a senior in commencement exercises unless his account is current according to the preceding regulations (see example of credit policy). No transcript will be issued for a student whose account is not paid in full.

Discounts—A cash and/or family discount on tuition is allowed when payment is made on or before the 25th of the month for the previous month's charge. The amount of the discount varies with the number of unmarried children enrolled from the same family in Southern Missionary College. The following rates apply.

<i>Number of Dependents</i>	<i>Amount of Discount</i>
1	2 per cent
2	5 per cent
3 or more	10 per cent

A college student, to qualify for family discount, must be enrolled for a minimum of 8 semester hours. Accounts of all students who are counted for a family discount and for which the same parent is responsible, must be paid before discounts above 2% are allowed on any of the family accounts. The 2% discount is allowed on any student account paid in full by the 25th of the following month.

SPECIAL FEES AND MISCELLANEOUS CHARGES

The following special fees and charges are assessed separately inasmuch as they may not apply to all students nor do they occur regularly:

Application for admission (not refundable)	\$10.00
Automobile parking fee	(per semester) 10.00
Change of program	5.00
Late registration	15.00
Re-registration Fee	10.00
Credit by examination	25.00
Special examination for course waiver	5.00
Transcript (after the first)	1.00
Graduation in absentia	10.00
Laboratory breakage deposit	15.00
(Refunded at the close of the course provided no breakage of equipment has resulted and locker and equipment is cleaned as prescribed.)	
Late return of organizational uniform	1.00
(The full cost will be charged if irreparably damaged or not returned.)	

FINANCIAL INFORMATION

In addition to charges for rent, board and tuition the following expense items may be charged to the student's account upon his request:

- a. Books.
- b. Approved uniforms for physical education classes and recreation.
- c. Subscriptions to professional journals as required by departments of instruction.
- d. Nursing uniforms.
- e. Membership dues for professional clubs of nursing (T.A.S.N.), education (S.N.E.A.), and music (M.E.N.C.) departments.
- f. General Purchase Coupon Books (valid at Village Market, Campus Shop, Southern Mercantile, Barber Shop and Beauty Shop). One book per month (\$10 value for single students, \$25 value for married students). Additional books by arrangement.

HOUSING

Fifty dollars (\$50) of the Advance Payment must be paid before a room or housing reservation may be made. (See Housing Deposit)

Residence halls—Single students not living with parents are required to reside in one of the college residence halls. These accommodations are rented for the school year and charged to the student in eight equal payments September through April. The yearly room charges are as follows:

Thatcher Hall	\$440
Talge Hall	440
Jones Hall	364
Orlando Nurses' Dormitory	440

Rates include flat laundry service at the College laundry. Laundry in excess of flat work will be charged at regular published laundry prices.

The room charges listed above include infirmary care and basic services provided by the Director of Health Service at the Health Service Center.

The room charge is based on two students occupying a room. A student may, upon application to the residence hall dean, be granted the privilege of rooming alone when sufficient rooms are available. The surcharge for this arrangement is \$15 monthly.

No refund is made for absence from the campus either for regular vacation periods or for other reasons. If a student moves out of the residence hall during the school year, adjustment of room rent is made based on the number of days the room was occupied by the student or his belongings.

Housing for Married Students—The College provides a number of apartments and mobile homes for married students. The apartments

FINANCIAL INFORMATION

range in size from two to four rooms and most are unfurnished. Rents range from \$47.50 to \$113.50 per month.

The mobile homes are two and three bedrooms in size and are furnished. Rents range from \$93.50 to \$137.50 per month.

There are fifty or more privately owned apartments in the Collegedale community. These also are available to students. Information may be obtained from the College Manager's office upon request.

FOOD SERVICE

The cafeteria plan of boarding is used which allows the student the privilege of choosing his food and paying for what he selects. Board charges for students vary greatly. The College applies a minimum charge of \$40 per month and all students are urged to eat healthfully by avoiding between-meal snacks and by eating at the cafeteria or the Campus Kitchen where balanced meals are available. A student getting a nutritionally adequate diet by eating all meals at the cafeteria should expect to pay approximately \$2.75 per day.

LAUNDRY AND DRY CLEANING SERVICE

Dormitory room rates on the Collegedale campus include laundry flat work. Dry cleaning and laundry in excess of flat work will be charged at regular published laundry prices.

ORLANDO CAMPUS EXPENSES—DIVISION OF NURSING

The Division of Nursing offers part of its program on the Collegedale Campus and part on the Orlando, Florida, Campus. Charges for tuition and other expenses follow the same schedule as for college work on the Collegedale campus.

NURSING STUDENTS UNIFORMS

Approximately \$60.00 will be needed for uniforms and \$30.00 for cape if cape is desired. The uniforms will be purchased the first semester of the sophomore year by those enrolled in the Baccalaureate program and in the first semester of the freshman year by those in the Associate in Sciences program. The cost of the uniforms only may be charged to the student's account if desired.

STUDENT TITHING

SMC encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements may be made by the student (except for those employed at the *McKee Baking Co. and in the Federal Work-Study Program*) to have ten percent of his school earnings charged to his account as tithe and two percent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church. Tithe on earnings at the McKee Baking Company and from the Federal Work-Study Program must be withdrawn by the student at the College Student Finance Office and paid in cash.

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BANKING AND CASH WITHDRAWALS

The accounting office operates a deposit banking service for the convenience of the student. Financial sponsors should provide students with sufficient funds through the banking service to cover the cost of personal items of an incidental nature and travel expenses off campus including vacation periods. Withdrawals may be made by the student in person only as long as there is a credit balance. These deposit accounts are entirely separate from the student's school expense account. Withdrawals from regular expense accounts are discouraged and permitted only under special arrangement with the Director of Student Finance and with the permission of the financial sponsor.

Each student should bring approximately \$75 for books and supplies at the beginning of each semester, if he desires to pay cash for these items.

FINANCIAL ASSISTANCE

Students applying for work, loans or scholarships should contact the Director of Student Finance, P. O. Box 370, Collegedale, Tennessee 37315.

STUDENT LABOR REGULATIONS

Believing in the inspired words that "systematic labor should constitute a part of the education of youth," (E. G. White) SMC has made provision that every student enrolled may have the privilege of organizing his educational program on the "work-study" plan. "Jesus the carpenter, and Paul the tent-maker, . . . with the toil of the craftsman linked the highest ministry, human and divine" (E. G. White). The College not only provides a work-study program, but strongly recommends it to each student enrolled.

In order to provide work opportunities to students, industries are operated by the College. The industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation, students assigned thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements may be suspended from class attendance until proper arrangements are made with the Director of Student Finance. It should be understood that once a student is assigned to work in a given department, he is expected to remain there for the entire school year except in cases where changes are recommended by the school nurse or are made by the College.

Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In case of illness, he will inform the Health Service.

The Office of Student Finance for the college strives to place students on jobs to the best of its ability. For various reasons the college cannot guarantee work to a student even though his application

FINANCIAL INFORMATION

may have been accepted on a plan calling for an approximate number of hours of work per week. Some students choose class schedules with classes so scattered that a reasonable work program is impossible. Some are physically or emotionally unable to work, others are erratic at meeting work assignments. It is the responsibility of the student to render acceptable service to his employer in order to maintain a job. The department superintendent reserves the right to dismiss the student if his service is unsatisfactory. The student pay rate is the government-set minimum rate per hour. It may be higher if a student possesses special skills or training, or lower if an apprentice.

Birth Certificates and Work Permits—Whenever a student seventeen years of age or under is registered, the College issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work.

LABOR FOR FOREIGN STUDENTS

Foreign students on non-immigrant visas are required by law to secure permission before accepting any employment. Forms requesting this permission are obtained from the Director of Admissions, and if immigration authorities grant permission, foreign students can be employed either on or off campus depending upon the type of permission granted. Foreign students with student visas are not allowed to work more than 20 hours a week. Wives may work only if they have student visas of their own or have immigrant visas.

FINANCIAL AID

Southern Missionary College provides financial aid for students through loans, scholarships and employment. A single application for financial aid, filed with the College will be used for most of the aid programs.

The financial aid program is administered in conjunction with the nationally-established policy and philosophy which is that the parents are the primary and responsible source for helping a student to meet his educational costs. Financial aid is available to help fill the gap between the student's own resources (parental contribution, summer earnings, savings, etc.) and the total cost of attending Southern Missionary College. The amount of parental contribution will be based on the family's financial strength: net income, number of dependents, allowable expenses and indebtedness, and assets. The Family Financial Need Analysis from the American College Testing Program is used in determining a student's eligibility for financial aid.

VETERANS

Southern Missionary College is approved by the Veterans Administration as an accredited training institution. Those who qualify for educational benefits should contact the nearest Veterans Administration office. A certificate of eligibility must be presented before registration is

FINANCIAL INFORMATION

completed. The Veterans Administration counseling centers will provide complete information concerning policies and procedures.

SCHOLARSHIPS AND LOANS

Southern missionary College participates in the federal government sponsored student aid programs described below with other scholarship and loan funds available. For complete information and applications write to the Director of Student Finance.

Educational Opportunity Grant—Grant funds are available to students with exceptional financial need and must be matched with an equal amount from loans, work, or scholarships.

National Direct Student Loan—This long-term educational loan carries a 3 percent simple interest rate which does not accrue until the repayment period begins nine months after a student ceases to be enrolled at least half time.

Nursing Student Loan—Available to nursing students only, the loan's repayment period and 3 percent simple interest rate begin nine months after a student ceases to carry at least a half load of classwork toward a nursing degree. Deferments may be obtained for duty in a uniformed service or the Peace Corps. Cancellation up to 85 percent is possible for nursing service in specified circumstances.

Nursing Scholarship Program—The Federal Government has made scholarship funds available for nursing students of academic or creative promise who have exceptional financial need.

Professional Nurse Traineeship Program for Registered Nurses—The Federal Government has made funds available for registered nurse students. During the last twelve months of the student's academic program, she/he may apply to receive a \$200 monthly stipend in addition to all tuition and fees being paid. Forty-five dollars (\$45) per month may be received for each dependent who receives over one-half his support from the enrollee. For further details contact the chairman of the Baccalaureate Nursing Department.

Psychiatric-Mental Health Trainee Stipends for Nurses—For nursing students who want preparation for responsible positions in the psychiatric-mental health field, the National Institute of Mental Health has traineeships available. Only junior and senior nursing students are eligible. The support includes a yearly stipend of \$1800 plus tuition, registration, and laboratory fees. For information and application forms, contact the chairman of the Baccalaureate Nursing Department.

Basic Educational Opportunity Grant Program—This new federal program is available to each student accepted for full-time enrollment at an institution of higher education for the first time after April 1, 1973. Basic grant entitlements are up to \$1,400 minus the family's expected

FINANCIAL INFORMATION

contribution to the cost of attending an institution of higher education. Applications may be obtained from secondary schools, post offices or student aid office of post secondary institution.

Federally Insured Loan—Designed to assist students from the middle and upper income families, this loan is available from participating home-town banks, credit unions, savings and loan associations, or other authorized lending agencies. Repayment of principal and interest begin nine months after the borrower ceases to be a student. Under certain circumstances, the federal government will pay the 7 percent simple interest rate while the student is in school and during the nine months grace period. When this program is administered by a state agency, it is referred to as the Guaranteed Student Loan.

College Work-Study Scholarships—Funds have been provided by the Federal Government to provide jobs to full-time students of academic promise who demonstrate financial need. Benefits are extended particularly to students from low-income families. Net earnings of approximately \$25 per week may be earned under this program. For information and application forms, write to the Director of Student Finance.

Secondary School Scholarships—Freshman students whose academic rank in secondary school is within the upper 5 percent of their graduating class and who have the recommendation of their faculty may receive a scholarship of \$300 from Southern Missionary College. Recipients must be enrolled for a minimum of 12 semester hours. Contact the Director of Admissions for information.

Teacher Education Scholarships—As an aid to young people who possess talents and interest in the field of elementary school teaching, scholarships amounting to \$300 for the junior year and \$600 for the senior year each may be made available by the Southern Union and local conferences of Seventh-day Adventists. SMC will provide opportunity for students on these scholarships to work a part of their remaining school expenses. For further details write to the Educational Secretary of the local conference in which you reside in the Southern Union. If you reside outside the Southern Union, write to the Superintendent of Education, Southern Union Conference, Box 849, Decatur, Georgia.

Doctor Ambrose L. Suhrie Scholarship for Elementary Teachers—An amount of at least \$250 is available each year to worthy students in training in Elementary Education.

A. E. Deyo Memorial Scholarships—Each year the faculty of the Division of Nursing selects a graduating senior student to receive this award of \$50. The student who is selected must have given evidence of good scholastic standing and Christian character and show promise of making a contribution to the Seventh-day Adventist medical work.

W. B. Calkins Student of the Year Awards—Each year an award of \$150 is made to an outstanding graduating senior student of nursing and a \$50 award is made to an outstanding junior student of nursing. The

FINANCIAL INFORMATION

selection of the recipients is made by the faculty in cooperation with the student body of the Division of Nursing. The selection is based on quality of nursing care rendered, leadership and citizenship.

Kate Lindsay Award—The Loma Linda University Medical and Dental Alumni Auxiliary, Kentucky-Tennessee Chapter, presents an annual award consisting of a framed citation and a gift of cash to a sophomore associate of science degree nursing student. The recipient is selected by the nursing faculty on the basis of scholastic achievement (B average), potential for nursing, demonstration of good citizenship and Christian standards and participation in student functions and professional organizations.

Grants-in-Aid to Nursing Students—Seventh-day Adventist hospitals in the Southern Union Conference have funds available for Grants-in-Aid to students of Nursing in both the Associate degree and the Baccalaureate degree programs. Students who receive this aid will agree to enter nursing service for a definite period of time at the hospital from which the funds are received. Nursing students who are interested should contact the Director of Student Finance at Southern Missionary College.

O. D. and Anna Ruth McKee Scholarship Fund—One thousand dollars is available each year to Sophomore, Junior, and Senior students who have a grade point average of at least 2.25, who are of good character and who show financial need.

Alvin Christensen Memorial Loan Fund—This fund of \$300 has been made available by Doctor and Mrs. L. N. Christensen for loan purposes to a college junior or senior majoring in biology or related fields who gives evidence of Christian sincerity, industry, satisfactory scholarship, and financial need. The interest rate of three per cent becomes effective one year after the borrower is no longer a student at the College, and the principal with interest is due and payable within three years.

The Denmark Fund—This fund has been made available for loans to needy students by physicians interested in assisting young people in gaining a college education. Three percent interest becomes effective when the borrower is no longer a student at the college.

Alumni Loan Fund—A revolving fund is maintained by the alumni of the College. Allocations are made to working students in the junior or senior year on the basis of proved need, character, leadership potential, and good scholarship. Loans are usually limited to \$100 per student.

1969 Alumni Loan Fund—A revolving fund is maintained by the alumni of 1969. Allocations are made to students in the junior or senior year on the basis of proved need, character, leadership potential, and good scholarship. Loans of up to \$300 for a semester are available. The interest rate of three percent becomes effective when the borrower severs student relationship with the College, and the principal with interest is due and payable within one year thereafter.

FINANCIAL INFORMATION

Educational Fund—Many young people are deprived of the privilege of attending college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the establishment of an educational fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist other students in school. There have been some gifts, and these have been used to help several young men and women complete their work in this College. But the needs of worthy students have been greater than the funds on hand; consequently, it has been impossible in many instances to render the needed assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The College will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the best results may be obtained.

Deferred Payment of Education Costs—For students and parents desiring to pay education expenses in 12 or 15 monthly installments, instead of eight months, a deferred payment program is available through Tuition Plan, Inc. Repayment of funds for four years of college may be made over a period of 48 to 72 months. A typical loan of \$1,000 for a school year would require 12 monthly payments of approximately \$89.00.

The deferred payment plans may include insurance on the life of the student's parent, disability insurance on the parent, plus trust administration in the event of the parents' death or disability. Agreements may be written to cover all costs payable to the College over a four-year period in amounts up to \$20,000. Agreements may be cancelled at any time without penalty charge.

Parents desiring further information concerning these deferred payment plans should contact the Director of Student Finance.

Anton Julius Swenson Loan Fund—\$1,000 a year of a \$15,000 fund plus interest on the remaining balance of the fund is made available each year for financial assistance to worthy students of promise. Please write to Director of Student Finance for further information.

Miscellaneous Funds—A limited amount of money in various scholarship and loan funds is available to students of promise who are in financial need. For information write to the Director of Student Finance.

Reile-McAlexander Memorial Loan Fund—Loans may be granted from this fund on the basis of financial need, character, and academic promise. Preference will be given students majoring in nursing. Three percent interest rate becomes effective on the date the borrower terminates studies at the College, and the principal and interest is due and payable one year thereafter.

E. T. Watrous Memorial Loan Fund—Small loans may be granted from this fund to assist students experiencing financial difficulty. The

FINANCIAL INFORMATION

principal loan, plus 3% interest will be due and repayable one year after the borrower terminates student status at the College.

William Iles Scholarship Fund—This fund of \$250 per year is applied in behalf of needy students of promise.

Tennessee Tuition Grant—Available only to students who are residents of Tennessee and who also graduated from a Tennessee high school or academy within the last five years. Applications for this program must be submitted by May 15.

Otto Christensen Fund—A maximum of \$250 per individual for any one year is available to theology students or students studying to be Bible Instructors and who are of good character and in financial need. The amount of the loan shall be returned without interest to the fund, if and when the recipient is employed, within a maximum of five years after graduation.

Dorothy and Harold Moody Scholarship Award—This fund provides \$250 for one graduating history major during each academic year. It is granted to students of high scholarship, good citizenship, and high moral character as determined by the faculty of the History Department and the Academic Dean.

Goodbrad Business Administration Scholarship Fund—This fund is made available by the John Goodbrad families and Sovex, Inc. Three scholarships of \$500 each are available each year to students enrolled full time in the Department of Business Administration. One sophomore, one junior, and one senior will receive the award, and the scholarships are renewable. Selection will be based on the students' contribution to campus activities, potential for future leadership in the Adventist business community, satisfactory academic record, and financial need. Contact the Department of Business Administration for further information.

Okimi Business Administration Scholarship Fund—This fund is made available by Mr. and Mrs. Wayne Okimi. A scholarship is made available each year to one student enrolled in the Department of Business Administration. Selection will be based on the student's financial need and potential for future leadership in the Adventist business community. Normally the recipient will have completed the freshman year. Contact the Department of Business Administration for further information.

Cartinhour Foundation Scholarship and Loan Fund—This fund is available for worthy students who would not otherwise be able to obtain an education.

Ludington Memorial Fund—A limited number of \$300 scholarships will be awarded each year at graduation time. The awards will be made on the basis of need, ability and dedication to Seventh-day Adventist objectives.

SMC TRUSTEES

H. H. Schmidt, *Chairman*

H. F. Roll, *Vice Chairman*

J. H. Whitehead, *Secretary*

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Helen Crawford Burks

T. K. Campbell

H. J. Carubba

Desmond Cummings

C. E. Dudley

Don Holland

William Iles

K. D. Johnson

O. R. Johnson

Harold Moody

Ellsworth McKee

Lynn Nielsen

C. L. Paddock, Jr.

Cora Perkins

E. S. Reile

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L. C. Waller

W. D. Wampler

Don W. Welch

R. L. Woodfork

Ben Wygal

Tom Zwemer

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Kenneth Wright

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J. H. Whitehead

ADVISORY BOARD

Charles Fleming

Cyril Fatcher

Frank Knittel

R. C. Mills

Kenneth Spears

COLLEGE ADMINISTRATION

Frank Knittel, Ph.D. (1967) President

ACADEMIC

Cyril F. W. Futch, Ed.D. (1962) Academic Dean

Arno Kutzner, Ph.D. (1971) Director of Admissions and Records

Mary Elam, M.A. (1965) .. Assistant Director of Admissions and Records

BUSINESS

Charles Fleming, Jr., M.B.A. (1941) General Manager
Commercial Auxiliaries

R. C. Mills (1970) College Manager

Robert Merchant, M.B.A., C.P.A. (1961) Treasurer

Louesa R. Peters, B.A. (1964) Assistant Treasurer

Laurel Wells (1964) Director of Student Finance

STUDENT PERSONNEL SERVICES

Kenneth Spears, M.B.A. (1963) Dean of Student Affairs

Everett Schlisner, M.A. (1974) Dean of Men

Ted Evans, B.A. (1974) Assistant Dean of Men

Warren Halversen (1973) Assistant Dean of Men

Florence Stuckey, B.S. (1972) Dean of Women

Janice Gammenthaler, B.S. (1974) Associate Dean of Women

Joyce Cotham, B.S. (1971) Associate Dean of Women

Fae Rees, B.A. (1964) Assistant Dean of Women
(Orlando Campus)

Kenneth Davis, M.A. (1970) Director of Counseling and Testing

Norman Peek, Ph.D. (1963) Director of Audio-Visual

Marian Kuhlman, B.S. (1949) Director of Health Service

..... Assistant Director of Health Service

T. C. Swinyar, M.D. (1960) College Physician

Gary Patterson, M.A. (1971) College Pastor

Rolland Ruf, B.A. (1969) Associate College Pastor

Desmond Cummings, B.A. (1971) College Chaplain

COLLEGE ADMINISTRATION

COLLEGE RELATIONS

William H. Taylor, M.A. (1958)	Director of College Relations
Mabel Wood, M.A. (1949)	Assistant Director of Alumni Relations
Dwight S. Wallack (1974)	Director of Development

LIBRARY

Charles Davis, M.A. (1968)	Librarian
Peggy Bennett, M.S. (1971)	Assistant Librarian
Loranne Grace, M.S. in L.S. (1970)	Assistant Librarian
Marion Linderman, M.S. in L.S. (1962)	Associate Librarian
Marianne Wooley, M.S. in L.S. (1966)	Assistant Librarian (Orlando Campus)

SUPERINTENDENTS OF AUXILIARY AND VOCATIONAL SERVICES

Harley Wells (1964)	Custodian
Francis Costerisan (1962)	Plant Maintenance and Construction
Robert Adams (1970)	Collegedale Laundry
Don Spears (1970)	College Broom Factory
Don Glass (1972)	Collegedale Distributors
Noble Vining, B.A. (1966)	College Press
Charles R. Lacey (1970)	Grounds
Ronald Grange (1972)	College Cafeteria
Bruce Ringer, B.S. (1953)	Southern Mercantile
Clifford Myers, B.S. (1971)	Village Market
Kathryn Hammond (1972)	Campus Shop
Glendon M. Conner (1973)	Hydroponics

FACULTY DIRECTORY

EMERITI

- Theresa Rose Brickman, M.Ed., *Associate Professor Emeritus of Secretarial Science*
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INSTRUCTIONAL FACULTY

- Dorothy Evans Ackerman, M.Music, *Associate Professor of Music*
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B.Mus., Capital University; M.Mus., American Conservatory of Music, D.M.A., University of Cincinnati. (1968)
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B.Th., Canadian Union College; M.Ed., Andrews University; M.A., University of Notre Dame; Ph.D., Vanderbilt University. (1964)
- Sue Baker, M.A., *Assistant Professor of English*
B.A., Columbia Union College; M.A., Pacific Union College. (1971)
- Douglas Bennett, Ph.D., *Professor of Religion*
B.A., Southern Missionary College; M.A., Andrews University; B.D., Andrews University; Ph.D., Bowling Green State University. (1961)
- Peggy Bennett, M.S., *Assistant Professor of Library Science*
B.S., Southern Missionary College; M.S., Florida State University. (1971)

FACULTY DIRECTORY

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B.S., Southern Missionary College; M.S., Loma Linda University.
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versity of Arkansas. (1972)
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- Ronald Barrow, M.A., *Principal*
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- William Cemer, M.Mus., *Religion and Music*
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FACULTY DIRECTORY

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nooga. (1961)
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- Frances Fox, B.A.
B.A., Andrews University. (1974)
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B.S., Southern Missionary College. (1971)

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College for Teachers. (1966)
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PUBLIC RELATIONS COMMITTEE: W. H. Taylor, Orlo Gilbert, James Hannum, K. M. Kennedy, Arno Kutzner, Don Self, Dwight Wallack, and two students.

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Student Mission Subcommittee: Rudolf Aussner, John Durichek, and five students.

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